

SPECIAL EVENT SIGN APPLICATION
For signage on public property



Date of Application: _____

Business/Organization Name (If Applicable): _____

Applicant Name (Print Clearly): _____

Address: _____

Phone Number: _____

Date(s) of Sign Display (may be displayed for a maximum of three [3] weeks): _____

Date Sign(s) will be removed: _____

Location(s) of Sign(s): _____

Please Note: Requests for Special Event Signs must be submitted twenty-one (21) days in advance of installation.

I HAVE READ THE ATTACHED MUNICIPAL CODE SECTIONS ADDRESSING THE SPECIAL EVENT SIGNS REGULATIONS INCLUDED WITH THIS FORM AND FULLY UNDERSTAND THE INFORMATION, ASSUMPTION OF RISK, WAIVER, AND RELEASE OF ALL CLAIMS.

Applicant's signature _____ Date _____

Print name _____

Please return this form to: Village Administrator's Office, at the address listed above. A permit will be mailed to the provided address. Please call with any questions.

* * * * *

Dated: _____

Approval

Signature: _____

Denial

Ralph Czerwinski, Village Administrator

MUNICIPAL CODE TITLES RELATIVE/APPLICABLE TO THE SPECIAL EVENT SIGN APPLICATION

10-10-3: PERMIT REQUIREMENTS AND ADMINISTRATION:

- D. Standards For Permit Approval: The Village Administrator will only approve a sign application if all of the following standards have been met or can be met with conditions as may be included in a conditional approval:
1. The sign as proposed in the application meets the applicable requirements of applications that comply with Title 10 Chapter 10 of the Village Code
 2. The sign as proposed does not violate any other applicable code provisions and/or standards of the village of Morton Grove, state of Illinois, or federal government; and
 3. The sign will not:
 - a. Cause substantial injury to the value of other properties in the vicinity, or
 - b. Be detrimental to the public safety or welfare in the neighborhood where it is located, or
 - c. Unreasonably impair the visibility to adjacent property or public right of way, or
 - d. Be inconsistent with any approved plan for the building or the district or area where it is located, or
 - e. Be inconsistent with other signs on the property, or with the architectural character of the building, or
 - f. Alter the essential character of the neighborhood, or
 - g. Violate the purpose, spirit, or intent of this code.

10-10-6: GENERAL REGULATIONS:

- A. Building, Electrical And Property Maintenance Codes Applicable: All signs shall be subject to the requirements of the applicable provisions of the village's building, electrical and property maintenance codes in addition to the regulations of this chapter and shall be capable of withstanding a wind pressure of not less than thirty (30) pounds per square foot of net surface area.
- B. Design: All permanent signs shall be designed or sealed by a structural engineer, registered architect or sign manufacturer.
- C. Maintenance: The property owner and the owner of a sign shall be jointly and severally liable for the maintenance of the sign in good working order and repair, including replacing all burned out lighting elements, maintaining the sign in a neat, safe and attractive condition and in a condition appropriate to the intended use, replacing or repairing any part or portion of a damaged sign or a sign faded or altered by ordinary wear, tear or damage. Any holes in building walls must be patched and painted to match the wall prior to any new or replacement signs being installed.

- D. Insurance: The owner of any sign that extends over or on village owned property shall maintain liability insurance policy or an indemnity bond, with a corporate surety satisfactory to the village administrator, covering all damage or injury that might be caused by each of said signs, in such amount deemed satisfactory to the Village Administrator, but not less than two hundred fifty thousand dollars (\$250,000.00) for property damage and one million dollars (\$1,000,000.00) for personal injuries.
- E. Abandoned Signs: Within thirty (30) days after a sign becomes abandoned, it shall be removed unless allowed to remain by the village administrator. The face of a box sign shall be removed and replaced with an unlit blank panel. Alternative methods to remove or replace an abandoned sign may be approved by the village administrator.
- F. Location:
1. All signs above any entrance shall have a minimum clearance of eight feet (8') above grade.
 2. No sign shall extend into, on or over an adjacent property without the written consent of the adjacent property owner. No sign shall be permitted to extend into the village's right of way unless it is approved by the village administrator. Such approval may be conditioned upon proof of insurance, indemnification, and other reasonable conditions.
 3. No sign in the R-1, R-2, and R-3 district shall be closer than eight feet (8') from any side or rear lot line or four feet (4') from the public right of way.
 4. No sign shall obstruct the visual sightline of pedestrians or vehicular traffic.
- G. Language: Any sign that contains non-English language, other than commonly recognized words or brand names, shall also include the same message in the same size translated into English.
- H. Measurement of a Sign:
1. The area of channel letter signs shall be computed by taking the area enclosed within the smallest geometric figure needed to completely encompass each letter, word, insignia, emblem or symbol of the sign.
 2. For other types of signs, the area shall be computed by taking the total area of the facing or the total area within the outer edge of any border of the sign, not including the base or support structure.
 3. For multifaced signs, the area shall include only the portion of the sign that is visible from a single vantage point.
 4. The height of the sign shall be measured from ground level to the highest part of the sign.
- I. Letters and Symbols: Letters and symbols on signs shall be legible from the public right of way. (Ord. 10-14, 8-9-2010)

10-10-8: TEMPORARY SIGNS AND DISPLAYS:

- A. No permit is required for temporary window signs and temporary exterior signs and displays listed in subsections B through E of this section. However, advance written notice of the date of installation of all temporary exterior signs and displays must be provided to the village administrator.

- B. Temporary window signs may cover up to one-third (1/3) of the total glass area of the transparent windows of the building or tenant space, excluding doors. No such sign shall exceed fifty percent (50%) of the area of an individual window. All signs displayed in windows shall be professionally made and displayed uniformly in the window. Discolored, torn, or damaged signs shall be removed immediately. All temporary window signs shall be removed within sixty (60) days of installation unless an extension of up to sixty (60) additional days is granted by the village administrator.
- C. One temporary sign and two (2) temporary banners shall be allowed for each nonresidential property. The total area of the temporary signs and banners shall not exceed one-third (1/3) of the total wall signage allowed per frontage. No temporary sign or banner may be displayed for more than sixty (60) days unless an extension of up to sixty (60) additional days is granted by the village administrator. No tenant space may display temporary signs or banners for more than one hundred eighty (180) days in any calendar year. Temporary signs and banners shall be professionally made. Unsecured, discolored, torn, or damaged signs and banners shall be removed immediately.
- D. Temporary exterior promotional displays such as inflatable items, promotional flags, and similar outdoor decorations may be displayed for a period not to exceed twenty (20) consecutive days. No property may display temporary exterior promotional displays for more than forty (40) days in any calendar year.
- E. One portable sign such as a sandwich board sign not exceeding four feet (4') in height and six (6) square feet per sign face shall be allowed for each frontage of a tenant space in the C-1, C-2 and C/R districts. Such signs shall only be displayed during the hours that the tenant space is open for business. Such signs shall be free of dents and other damage, shall be maintained in like new appearance, shall be weighted or anchored to not tip over, and shall not impede pedestrian circulation or traffic flow.
- F. The village administrator may issue a permit for temporary freestanding exterior signs up to thirty two (32) square feet. (Ord. 10-14, 8-9-2010)

The Village of Morton Grove is not responsible for injuries to individuals installing, erecting, and/or displaying special event sign(s). Applicants agree to hold the Village and its employees, officers, and agents harmless from any and all claims or alleged claims for damages arising from such installation, erection, and/or display of special event sign(s).