

The logo of the Village of Homer Glen is circular. It features a tree in the center, surrounded by the text "VILLAGE OF HOMER GLEN" at the top and "EST 2001" at the bottom. Below the tree, the motto "Community and Nature ... in Harmony" is written in a smaller font.

SIGN PERMIT PROCESS

In order to obtain a sign permit in the Village of Homer Glen, an applicant must submit a sign permit application and all the required documents listed on the Village's permit application.

REQUIRED APPLICATION DOCUMENTATION

The following documents are required for **all signs** (wall and monument signs):

- ✓ **Site plan showing the location of all existing and proposed signage on the property.** A site plan, or a plat of survey, displays the property lines. An accurate depiction of the property line is necessary to determine how far any proposed monument sign is from the property line. The site plan also shows if there are any existing monument or wall signs on the property. Staff has to know this information because the Village's ordinance has maximums on the size and number of signs per property and has requirements regarding distances from the property line.
- ✓ **Color rendering depicting the sign face(s), message and accurate dimensions.** The sign ordinance contains requirements on the maximum size of a sign. An accurately dimensioned sign rendering provides staff with information to determine if the proposed sign meets the zoning ordinance requirements.
- ✓ **Written and signed consent from the owner of the property where the sign will be placed.** Sign permit applications are often submitted by a leaseholder on a property (i.e. Jewel Osco as a leaseholder, but not owner, at Homer Town Square). This document ensures that the property owner has consented to the proposed sign and is aware of the sign application.

The following documents are required for **wall signs only**:

- ✓ **Detailed scaled rendering of the building elevation where the sign will be placed.** The sign ordinance contains requirements on the maximum size of a wall sign. An accurately dimensioned rendering provides staff with information to determine if the proposed wall sign meets the zoning ordinance requirements. The scaled rendering of the building elevation also

provides the building's frontage. This information is necessary in determining what size sign is permitted.

- ✓ **Confirmation of the sign's compliance with the International Building Code's Design Criteria provided by the sign's design professional.** The Building Code requires that all wall signs comply with the International Building Code's Design Criteria for wind load (90 mph) and snow load (30). An applicant must submit written confirmation from the sign's designer, on the sign designer's letterhead, stating that the proposed wall sign is compliant with the IBC design criteria.

APPLICATION REVIEW

After the application and required documents have been submitted, staff will begin the review process. The sign permit application review process is a maximum of 10 business days. If the permit is approved, staff will contact the applicant with a permit fee.

SIGN PERMIT FEE

Per the Village's annual fee ordinance, the sign permit fee is based upon the size of the sign. The applicant is charged a \$50 sign application fee at the time of application, plus \$2 per square foot of the sign due at the time of release of the sign permit.

SIGN PERMIT DENIALS

If the permit is not approved, staff will contact the applicant to discuss bringing the sign into compliance with the sign ordinance. If compliance cannot be achieved, staff will review the sign variance process with the applicant.