

**VILLAGE OF MOUNT PROSPECT
SIGN REQUEST APPLICATION PACKET
COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION**

50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 818-5328
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Revised January 2015

Typical Sign Request Review Process

The Planning & Zoning Commission review process generally involves a three-phase procedure consisting of 1) a pre-application meeting with staff, 2) submittal of a complete application packet for review, and 3) a public hearing before the Planning and Zoning Commission for final action. The process for those requests generally can be expected to require four to six (4-6) weeks from the time of initial application to final action by the Planning & Zoning Commission. The process is outlined below:

Phase I: Pre-application Meeting

Although this first step is optional, it is highly recommended that the petitioner schedule a meeting with the Planning Division prior to formally submitting an application. This meeting would be used to discuss the feasibility of the proposal and obtain a level of familiarity with Village requirements and procedures.

Phase II: Application Submission and Staff Review

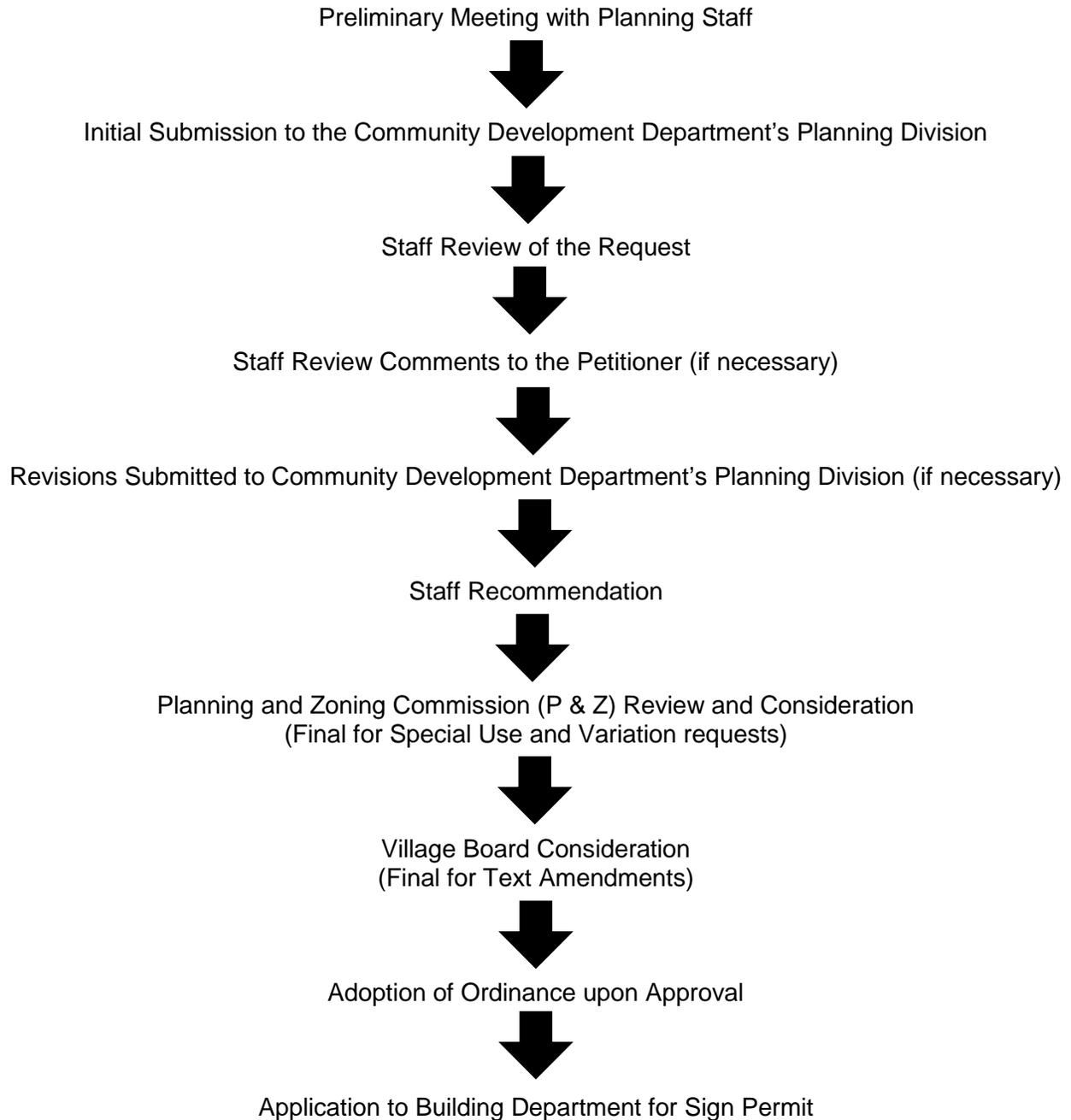
Applicants submit their complete application packets (items listed on the submission requirements checklist). The documentation will be reviewed by Village staff and comments regarding the submittal will be forwarded to the applicant. Revisions to the information may be required prior to scheduling for a public hearing.

Phase III: Planning & Zoning Commission Action

At a regularly scheduled meeting, the Planning & Zoning Commission (P&Z) will conduct a public hearing of the request and may grant, deny or modify the petition.

Please Note – *The recommendations and technical assistance provided by Village Staff during the course of the review process is purely advisory in nature. The authority to approve or deny a sign petition for a Variation or Special Use lies with the Planning & Zoning Commission. The authority to approve or deny a text amendment lies with the Village Board. If you have any questions about the process, please contact the Department of Community Development's Planning Division at (847) 818-5328.*

Sign Request Review Process



Standards

The planning and zoning commission shall not recommend or grant a Variation or Special Use unless it shall make findings of fact based upon evidence presented at the hearing in any given case that:

Variation

1. The sign in question cannot reasonably identify the establishment if permitted to be used only under the conditions allowed by the regulations of the Sign Ordinance.
2. The plight of the owner is due to unique circumstances and the proposed variation will not merely serve as a convenience to the petitioner, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the regulations of the Sign Ordinance were carried out and which particular hardship or practical difficulty is not generally applicable to other comparable signs or properties.
3. The alleged hardship has not been created by any person presently having a proprietary interest in the subject sign (or property).
4. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.
5. The proposed variation will not impair visibility to the adjacent property, increase the danger of traffic problems or endanger the public safety.
6. The proposed variation will not alter the essential character of the neighborhood; and
7. The proposed variation is in harmony with the spirit and intent of the Sign Ordinance.

Special Use

1. The special use will serve the public convenience at the location of the subject sign; or that the establishment, maintenance or operation of the special use will not be detrimental to or endanger the visibility, public safety, comfort or general welfare.
2. The sign(s) will be in harmony and scale with the architecture of the building(s) in this development and with other signs in the neighborhood.
3. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted; nor substantially diminish and impair other property valuations within the neighborhood; nor impair the visibility of adjacent signs.
4. The nature, location and size of the sign(s) involved with the establishment of the special use will not impede, substantially hinder, or discourage the installation of signs on adjacent property in accordance with the Sign Ordinance.
5. The special use shall in all other respects conform to the applicable regulations of the Sign Ordinance except as such regulations may, in such instance, be modified as provided by this Chapter.
6. The plight of the owner is due to unique circumstances and the proposed special use will not merely serve as a convenience to the petitioner, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the regulations of the Sign Ordinance were carried out and which particular hardship or practical difficulty is not generally applicable to other comparable signs or properties.

SUBMISSION REQUIREMENTS CHECKLIST

Please note zoning applications will not be reviewed until all of required items have been satisfactorily submitted to the Planning Division. Incomplete submittals will not be accepted. It is strongly suggested you schedule an appointment with the Planning Division before the application deadline so that materials can be reviewed for accuracy and completeness.

	ITEM	QUANTITY
<input type="checkbox"/>	1. Sign Request Application (pages 5-7)	15 (Must include original application)
<input type="checkbox"/>	2. Application Fee(s) a) Appeal - \$250.00 b) Variation - \$200.00 / each c) Special Use - \$200.00 d) Text Amendment - \$250.00	1 - Check made payable to the Village of Mount Prospect
<input type="checkbox"/>	3. Proof of Ownership (e.g. warranty deed, etc...)	1
<input type="checkbox"/>	4. Affidavit of Ownership (page 9)	1 - Original
<input type="checkbox"/>	5. Paid receipt of the most recent tax bill	1
<input type="checkbox"/>	6. Responses to applicable standards (page 3)	15
<input type="checkbox"/>	7. Plat of Survey dated within six months of submission	15
<input type="checkbox"/>	8. Plans & Drawings (drawn to scale): a. Site Plan, indicating the location and dimensions of all existing and proposed freestanding signs. Indicate sign distance to property lines and sight triangles; b. Sign Drawings including sign dimensions and the mounting height of the sign. Also, indicate if sign is illuminated and source of illumination; c. Elevation Plans showing existing and proposed signage; d. Photographs of existing signage; e. Illumination information as measured in nits (candelas per square meter) during daylight and nighttime for electronic message center; f. Landscape Plan indicating the square footage of landscaping around freestanding signs; and g. Other Information, as determined necessary by the Village Staff.	15
<input type="checkbox"/>	9. Legal Description and PIN typed on 8 ½" x 11"	1
<input type="checkbox"/>	10. Compact Disc (CD) or USB with all items listed above saved in electronic format (PDF)	1
IMPORTANT INFORMATION FOR SUBMISSION		
<input type="checkbox"/>	All required items, including plans, shall be folded not to exceed 8 ½" x14" in area.	
<input type="checkbox"/>	All required plans/drawings shall indicate the following basic information: a. Name of development/project; b. Property address; c. Date of preparation and any subsequent revisions; d. Scale, both in numerals and graphic; and e. North arrow.	
<input type="checkbox"/>	All items should be collated and secured into complete packets prior to submittal.	

IV. APPLICANT (all correspondence will be sent to the applicant)

Name: _____ Corporation: _____

Interest In Property: _____
(e.g. owner, buyer, developer, lessee, architect, attorney, etc...)

Address: _____

Work Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

V. PROPERTY OWNER

Check if Same as Applicant

Name: _____ Corporation: _____

Address: _____

Work Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

VI. EXISTING SIGN INFORMATION

Number of Wall Signs: _____

Number of Awning/Canopy Signs: _____

Number of Freestanding Signs: _____

Sign Measurements:

Height	_____	Feet, Inches
Width	_____	Feet, Inches
Area	_____	Square Feet
Overall Height (from grade)	_____	Feet, Inches
Projection	_____	Sq.Ft.
Clearance	_____	

Items of Information: _____

VII. PROPOSED SIGN INFORMATION

Number of Wall Signs: _____

Number of Awning/Canopy Signs: _____

Number of Freestanding Signs: _____

Sign Measurements:

Height	_____	Feet, Inches
Width	_____	Feet, Inches
Area	_____	Square Feet
Overall Height (from grade)	_____	Feet, Inches
Projection	_____	Sq.Ft.
Clearance	_____	

Items of Information: _____

(Provide Additional Sheets if Necessary)

VIII. DEVELOPMENT/PROJECT PROFESSIONALS

1. Sign Installer Name: _____

Address: _____ Phone: _____

Email: _____ Fax: _____

2. Architect Name: _____

Address: _____ Phone: _____

Email: _____ Fax: _____

3. Landscape Architect: _____

Address: _____ Phone: _____

Email: _____ Fax: _____

4. Other	Contact: _____	
	Address: _____	Phone: _____
	Email: _____	Fax: _____

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this request. The applicant is the owner or authorized representative of the owner of the property. The petitioner and the owner of the property grant employees of the Village of Mount Prospect and their agent's permission to enter on the property during reasonable hours for visual inspection of the subject property.

I hereby affirm that all information provided herein and in all materials submitted in association with this application are true and accurate to the best of my knowledge.

Applicant: _____ Date: _____
 (Signature)

 (Print Name)

If applicant is not property owner:

I hereby designate the applicant to act as my agent for the purpose of seeking the zoning request(s) described in this application and the associated supporting material.

Property Owner: _____ Date: _____
 (Signature)

 (Print Name)

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