

Permit Process

Most signs, including replacement panels, require a sign permit. Sign permit applications are available from the Building Division on the second floor of Village Hall, or on the web at www.mountprospect.org.

Please submit the following with the application:

- **Scaled site plan:** if freestanding, showing location of sign, landscape area, and distance between signs and buildings
- **Plat of Survey**
- **Building Elevations** (4 copies), for non-freestanding signs:
 - » A scaled drawing showing the face of the building where the sign will be placed
 - » All windows, doors, roof lines, and other architectural elements shall be shown
 - » The overall dimensions of the elevation and width of the tenant space (if applicable)
 - » Dimensions and signable area where the sign will be placed
 - » Location and the size of the sign on the building face including height above grade
- **Sign Elevations** (4 copies, at least 1 color) showing all dimensions of the sign, description of the materials, colors and finishes, all specifications of the sign face including size and color of letters and graphic elements
- **If illuminated**, indicate the location of the outside disconnect switch
- **Site Photo** (1 Photo copy' color preferred)
- **\$25.00 Deposit**, which is nonrefundable and will be applied towards the permit fee upon approval

If you have any questions or require additional information, please do not hesitate to contact the Community Development Department at 847/818-5328.

Signs Exempt from Permit

A few sign types are exempt from permit, including Banners, Sale/Lease/Rent Signs, and Window Signs. For a complete list, refer to Section 7.205 of Village Code.

Banners

- May be posted for promotional events, not exceeding 30 days
- Shall not be displayed more than 2 times per calendar year, per establishment
- Are limited to 1 banner, per street frontage, per establishment
- Shall be securely attached to the wall of the establishment, freestanding signs or light poles on private property

Sale, Lease & Rent Signs:

- Shall be not exceed 10 square feet in area
- Limited to 1 sign per street frontage. May be displayed no more than 6 feet above the finished floor and not more than two stories from ground level
- Must be removed within 7 days of real estate closing or lease transaction
- Signs more than 10 square feet in area require a permit

Window Signs: Total signage shall not exceed 40% of the total window area. Up to 20% of the window area may be covered with permanent signs and 20% with temporary signs.

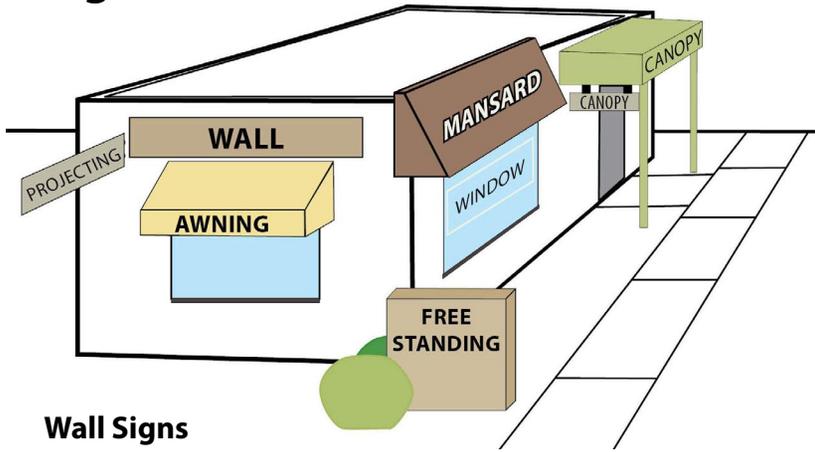
Signs are an important part of any successful business, but it is often forgotten that signs become an important part of the landscape. The Village of Mount Prospect has developed these sign guidelines to help promote strong business practices while preserving the image of the Village. The complete sign code is available on line, or for purchase through the Village Clerk's Office.

Village of Mount Prospect Sign Guidelines



Village of Mount Prospect
Department of Community Development
50 S. Emerson Street
Mount Prospect, IL 60056
847/818-5328
www.mountprospect.org

Sign Guidelines

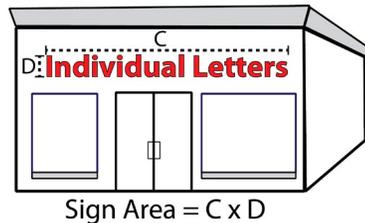
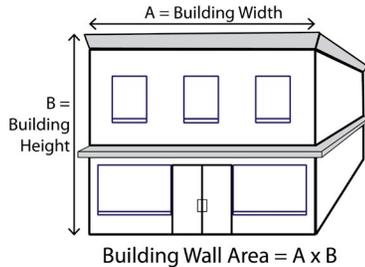


Wall Signs

Area

Area shall not exceed 10% of the area of a building wall, including doors and windows, to which the sign is to be affixed or 150 square feet, whichever is smaller.

Wall sign area may be increased to 20% if the sign consists of only individual, outlined alphabetic, numeric, and/or symbolic characters without background besides the building surface (see illustration, right), provided the increase in size does not exceed 150 square feet in area.



Temporary Commercial For Sale/Lease Signs

- Require a permit! May be wall or freestanding signs
- Are permitted for up to one year
- One per street frontage allowed
- Shall not exceed 32 square feet in area, 8 feet in height from grade, for signs located within 100 feet of a residential property
- Signs located more than 100 feet from residential property shall not exceed 50 square feet, 10 feet in height from finished grade
- Maximum of 14 items of information permitted
- Location regulations apply, although temporary freestanding signs are permitted within 100 feet of a permanent freestanding sign.

How many signs are allowed?

For both Freestanding and Wall Signs, there can be one per street frontage. In some cases, such as a rear entrance, an additional wall sign is allowed.

Do I need a permit for special event signs?

Yes! Any special event/grand opening sign such as a balloon or searchlight requires a permit. Up to 4 permits are allowed per business per year, each valid for 4 consecutive days. Balloons must be spherical in shape and no larger than 40 feet in height and 20 feet in diameter. Searchlights must be turned off between 11 PM and 7 AM.

Window Signs

Window signs must not exceed 40% of the total window area. Up to 20% of the window area can be covered with permanent signs, and 20% with temporary signs.

All Other Signs

(Canopy, Awning, Mansard): See Section 7.305 of Village Code for specific regulations.

What signs are prohibited?

The following signs are not permitted in the Village:

- Signs in the public right-of-way.
- Portable signs with the exception of permitted sidewalk signs.
- Signs painted on building surfaces, signs on light poles, signs that create a traffic hazard.
- Pennants, roof signs, inflatable signs, and feather signs.

Additional Information:
For complete details of the Village's Sign Regulations, refer to Section 7 of the Village Code.

Freestanding Signs

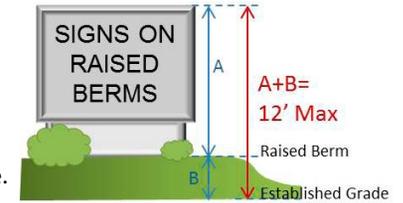
Height

Shall not exceed 12 feet in height from grade, even if located on a berm (see illustration below). If located within 100 feet of a residential property, the maximum height shall not exceed 10 feet.

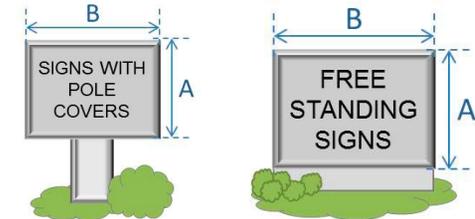
Area

For Commercial Uses, a freestanding sign shall not exceed a maximum of 75 square feet in area per sign face.

For other uses, a freestanding sign shall not exceed a maximum of 50 square feet in area per sign face. The maximum area per sign face shall be reduced by 20% for signs located within 100 feet of a residential property.



Freestanding Sign Area = $A \times B$



Design & Landscaping

- A combination of pole skirts, landscaping, berms or similar treatments must be used at the base of the sign to integrate into the overall architecture and landscape.
- Pole skirts shall match the primary building material and may include brick, wood, precast masonry, stone walls or properly treated metal
- Freestanding signs may not obstruct or limit the sight distance of motorists within the sight triangle as defined by code.
- Landscaping shall form an attractive, dense cluster at the base of the sign that is equally attractive in winter and summer. A minimum of 2 square feet of landscaping will be required for every 1 square foot of sign face. The landscape area shall be curbed at the perimeter when the sign is incorporated into a hard surfaced parking area.