

Maintained properties protect the community, preserve property values, and enhance the attractiveness of the neighborhood. To preserve the community's overall quality of life, Village officials routinely inspect for exterior code violations which may be detrimental to the safety and quality of life enjoyed by the residents of Mount Prospect.

**The information contained in this guide provides a general outline of the Village's various property maintenance regulations.** For more detailed information, please refer to the Village Code. If you have any questions, please call Environmental Health & Housing at (847) 870-5668.



### **1. Accessory Structures**

Fences, garbage enclosures, garages, and sheds are structurally sound, free of holes and rotting material, and where necessary painted for protection from the elements.

### **2. Grading and Drainage**

- Standing or stagnant water is prohibited.
- The filling of drainage swales is prohibited.



### **3. Building Surfaces**

- Walls, roofs, gutters, windows, doors, and other exterior surfaces shall be free of holes and rotting material, and where necessary are painted for protection from the elements.
- Report graffiti to Police at 911 and remove within 14 days.

### **4. Parking Lots and Driveways**

- Driveways and parking lots are free of potholes, large cracks, loose gravel, and trip hazards.
- Parking spaces are visibly striped, stops are anchored and in good repair.
- Outdoor lighting is shielded to prevent glare onto adjacent properties.

### **5. Outdoor Sales and Storage**

- Outdoor sales and storage are limited to seasonal merchandise.
- Maintain a clear walkway width of five feet (5') when storage, display or sales is on pedestrian walkways.
- Temporary or permanent storage of inventory in trailers is not permitted.
- Outdoor sales and storage of merchandise in parking areas requires pre-approval from the Community Development Director.
- Outdoor dining areas require an annual permit from Community Development.



### **6. Sanitation**

- Exterior areas must be maintained free of garbage and rubbish.
- Waste containers have tight fitting lids and are kept covered and clean.
- Where rodents are found they are exterminated.
- Stray shopping carts need to be removed immediately.
- Donation boxes are permitted only for non-profit or institutional uses such as churches and schools. Boxes must be maintained with lids closed and all storage inside container.



### **7. Signs**

Sign installation, alteration, and relocation of all signs and sign faces requires a permit unless specifically exempt. For questions regarding sign permits, call the Community Development Department at (847) 818-5328 or see Chapter 7 of the Village Code at [www.mountprospect.org](http://www.mountprospect.org).

### **8. Special Events, Grand Opening Balloons or Searchlights**

- Grand Opening Balloons or Searchlights require a permit.
- No more than 4 events per year with a maximum display period of 4 consecutive days are permitted.
- No illumination between 11:00 P.M. and 7:00 A.M.
- Balloons are spheroid in shape and no more than 20 feet in diameter or 40 feet in height.

### **9. The following signs are exempt and do not require a permit:**



### **Banners**

- Banners are used for promotional events not exceeding 30 days.
- Banners are displayed no more than 2 times per calendar year, per establishment.
- Banners are limited to one banner, per street frontage, per establishment.
- Banners are securely attached to the wall of the establishment, freestanding signs or light poles on private property.

### **Flags & Flagpoles**

- Must comply with Section 7.205 of the Village Code.
- Flags do not project over any property line or contact any structure when fully extended.
- Flags are not mounted on roofs.





**Sale, Lease & Rent Signs**

- a) Signs less than 10 square feet in area and are limited to one sign per street frontage.
- b) Signs are displayed no more than 6 feet above the finished floor of any relevant space and not more than two stories from ground level.
- c) Signs are removed within 7 days of real estate closing or lease transaction.
- d) Signs more than 10 square feet in area require a permit.

**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.

**10. Prohibited Signs**

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



**11. Vegetation**

- a) Grass is trimmed below 8 inches in height.
- b) Landscaping is free of noxious weeds.
- c) Hedges, bushes and trees are trimmed and maintained, and must not obstruct public sidewalk.
- d) Dead trees and bushes are promptly removed and replaced.



**12. Vehicles**

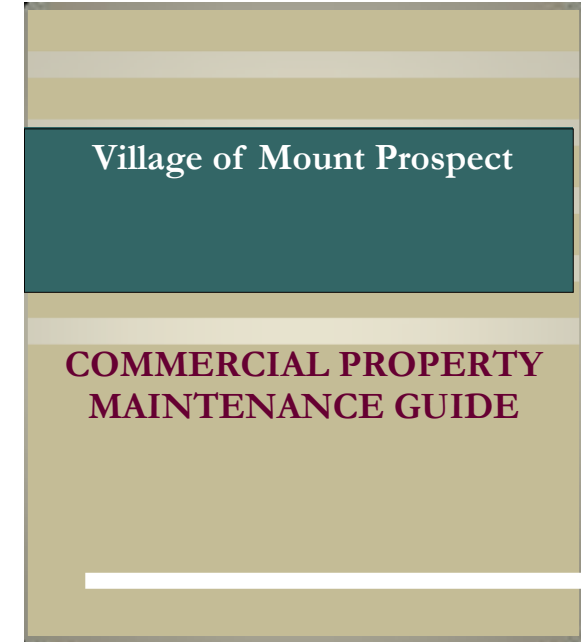
- a) Inoperable vehicles and cars under repair or overhaul are removed or stored in a garage.
- b) All vehicles are parked on the parking lot.
- c) No vehicles are parked over the sidewalks.
- d) Trucks, tractors, or semi-trailers may not park for longer than two hours in any business, office, conservation recreation or office research district except at hotels or motels.
- e) Sale of vehicles is limited to properly zoned car dealers with a business license.

Village of Mount Prospect



**Additional Resources:**

For additional information regarding building permits contact the Building Division at (847) 870-5675. For sign and outdoor dining permits or other zoning questions call the Planning Division at (847) 818-5328. For information about property maintenance and health concerns call the Environmental Health & Housing Division at (847) 870-5668. Please visit the Village's website at [www.mountprospect.org](http://www.mountprospect.org)



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