

# DESIGN COMMISSION

## APPLICATION AND ADMINISTRATIVE REVIEW PROCEDURES DOWNTOWN SIGNAGE



### VILLAGE OF ARLINGTON HEIGHTS

### ARLINGTON HEIGHTS, ILLINOIS

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
33 SOUTH ARLINGTON HEIGHTS ROAD ARLINGTON HEIGHTS, IL 60005

PHONE: (847) 368-5200 FAX: (847) 368-5988

EFFECTIVE MAY 1, 2006  
(revised JANUARY 2017)

# Downtown Signage Application and Procedures

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

## INSTRUCTIONS TO COMPLETE FORMS:

The petitioner must fill out this page. The petitioner and owner must sign this page on the signature line provided below, prior to submitting the completed application. The signing of this application hereby authorizes the Village of Arlington Heights, their agents and members of the Design Commission, permission to enter the property indicated below to visually inspect the site. The Village Staff will put their comments in a Staff Design Commission Report.

P.I.N.#:

Location: \_\_\_\_\_ Zoning: \_\_\_\_\_

Petitioner: \_\_\_\_\_

Owner: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PETITIONER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## **STEP 1: Requirements for Administrative Downtown Signage Review:**

- A. 1 set - Fully dimensioned and scaled drawings of proposed signage and/or awning. Must be architectural scale, i.e., ¼-inch equals 1-foot or 1/8-inch equals 1-foot.
- B. 1 set - Fully dimensioned site plan indicating storefront and location of proposed sign and/or awning.
- C. 1 set - Super-imposed color renderings of proposed signage on building facades. Color renderings are required to illustrate proposed signage and/or awnings.
- D. 1 set - Photographs of surrounding properties to the left, right, across the street, and subject property on 8-1/2" X 11".
- E. 1 set - Landscape plan for GROUND SIGNS ONLY. Plan must indicate location of landscaping to be located 2-feet out from ground sign. Plan must be to scale and list size and species of proposed plant material.
- F. 1 set - Samples of all major materials including colors, textures and finishes being proposed on an 8-1/2" X 11" board, and a digital photo of sample board.
- G. 1 set - Written list of all sign materials. (See attached SAMPLE on Page 4)
- H. 1 set - Completed application (Page 2), including tax identification number, signature, and \$50 fee (payable to: Village of Arlington Heights).
- I. Electronic (pdf) files of all submittal documentation (Items A thru H), submitted on a non-returnable USB Flash Drive ("thumbdrive") or CD-Rom.

## **STEP 2:**

- A. Apply for a sign permit through the Building Department.
- B. Application for a sign permit is available on line at [www.vah.com](http://www.vah.com).

**NOTE: The Certificate of Appropriateness shall be effective for no more than 12 months from the date it is issued. Unless a building permit has been issued and construction commenced within this time period, the Certificate of Appropriateness shall be void. An extension of up to 12 months can be obtained by submitting a detailed request to the Planning and Community Development Department.**

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## SAMPLE MATERIAL LIST\*

1. Petitioner Name:
2. Date:
3. Project:
4. Location:

### Retail/Condominium Building:

Storefront:	"Hemlock Green" aluminum
Fabric Awnings:	Light green, Sunbrella fabric
Signage:	Plexi-glass internally illuminated, channel sign

*\*List of primary colors, textures and materials to be used.*