

# **DESIGN COMMISSION**

**APPLICATION AND PROCEDURES**

**SIGN VARIATION REQUEST**



**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 AUGUST 2018)**

# Sign Variation Application and Procedures

Village of Arlington Heights

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## I. Purpose and Jurisdiction

1. The purpose of the Design Commission is to provide an appointed, advisory body that shall make recommendations to the Board of Trustees on matters related to existing architecture design, aesthetics, landscape and signage. Using the adopted Design Guidelines and the Village's Sign Regulations, this Commission will work with petitioners to develop creative design solutions aimed at improving the aesthetic quality of developments in Arlington Heights. The Commission shall review all relevant Plan Commission, Zoning Board of Appeals, Building Permit and Sign Permit applications for new construction and those applications for improvements that substantially impact the architectural design or appearance of the building, site or signage. The Design Commission is normally scheduled to meet on the second and fourth Tuesday of each month at 6:30 p.m. at the Arlington Heights Municipal Building located at 33 S. Arlington Heights Road.
2. The following types of projects will require Design Commission review:
  - a. **All proposed signs in the Central Business District that require a variation** or may not be in keeping with the Downtown.
  - b. **All requests for variations for pertinent sections of Chapter 30, Sign Regulations** that will require public notice by the petitioner and Village Board final approval.

## II. Process

1. A preliminary meeting with the Staff Liaison in the Planning and Community Development Department can be scheduled if the petitioner would like to discuss the project design and Design Commission process.
2. The petitioner submits a complete application including one (1) collated and folded set of detailed plans and required supporting materials to the Planning and Community Development Design Commission Liaison. See Page 3 for a list of materials required for Design Commission review.
3. Staff will notify the petitioner of a review date, which will be scheduled after a **complete application** is received.
4. Allow 30 business days for review and scheduling of a formal review.

## III. Village Board Review: Requirement

1. Once a recommendation is received from the Design Commission, final approval from the Village Board will be required. The Staff Liaison will be the contact for the Village Board submittal. The Village Board date is subject to availability.

## IV. Resources

Please review the Sign Tool Kit on-line at [www.vah.com](http://www.vah.com). The Tool Kit provides code items as well as suggestions and recommendations on the design of signs and creating a brand. A You-Tube video is also available at [www.discoverarlington.com](http://www.discoverarlington.com).

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### V. Design Commission Review Submittal:

Petitioner is required to submit the following:

- a. 1 set – Fully dimensioned, detailed site plans including building locations, driveways, yards, setbacks, proposed sign and existing sign with dimensions.
- b. 1 set – Existing and proposed elevations of the building facades. Must be architectural scale, i.e., ¼-inch equals 1-foot or 1/8-inch equals 1-foot. Colored renderings are required to indicate proposed signage.
- c. 1 set – Fully dimensioned drawings of proposed signs with scale. Fully dimensioned and scaled drawing of any existing signage.
- d. 1 set – Color photographs of subject property and surrounding properties: 3 sites to the left, 3 sites to the right, and 3 sites across the street. Color photos of any existing signage.
- e. 1 – Written list of all sign materials. (See attached Sample on Page 7)
- f. 1 – Letter for variation and hardship request, per Chapter 30, Section 30-902. The letter must address each of the variation criteria, point by point (See Page 6).
- g. 1 – Sample of major sign materials including colors, textures and finishes being proposed on an 8.5" X 11" material board, and a digital photo of the sample board.
- h. 1 - Completed application form (Page 5), including signatures and \$300 fee. (Check shall be made out to: Village of Arlington Heights)
- i. Notification of property owners/taxpayers of record within 100-feet, Section 30-904a (Page 8) no less than 7 days prior to the meeting. Affidavit (Page 11), list of property owners and receipts of certified mailings must be submitted to Staff no less than 7 days prior to a meeting.
- j. Sign posting requirement, Section 30-904b (Pages 8 & 9), no less than 15 days prior to a meeting. Affidavit (Page 10) and photograph of sign installed at site must be submitted to Staff no less than 15 days prior to a meeting.
- k. Electronic (pdf) files of all submittal documentation (Items A thru H), submitted on a non-returnable USB Flash Drive ("thumb drive") or CD-ROM.

**Drawings should be Design Development level, not construction documents. All drawings must be full size, drawn to scale. Incomplete applications will not be accepted or scheduled for review. Applications are required to meet code, and it is recommended that a design is submitted which is compatible to the neighborhood and follows the intent of the Design Guidelines.**

### VI. Village Board Submittal:

- a. A Village Board date will be scheduled once a Design Commission recommendation is received. The Village Board date is subject to availability.

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### Audio/Visual Material Submittal Requirements for Public Hearing and/or Meeting Presentations

The Village of Arlington Heights has projection capabilities in the rooms where public hearings and/or public meetings are held. Therefore, in lieu of presentation boards, the Village requests that presentations are made digitally.

### Presentation at the Meeting or Hearing

- The Staff liaison will be present at the meeting to facilitate projection of the submitted documentation.
- If the presenter has any specific requirements regarding the presentation or meeting, these must be relayed to the Staff liaison **three days prior** to the hearing or meeting.

*All questions regarding the submittal requirements and/or presentation logistics shall be directed to the liaison responsible for the specific project.*

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### 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: \_\_\_\_\_

Are you applying for other reviews? (if known)

Plan Commission  Date \_\_\_\_\_ Zoning Board of Appeals  Date \_\_\_\_\_

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

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

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### ARTICLE VII VARIATIONS

**Section 30-901 Variations.** In cases where there are particular or peculiar hardships in carrying out the literal provisions of the Chapter, the application shall apply to the Design commission for a variation from such provisions. The Design Commission recommendation will be forwarded to the Village Board of Trustees, where a variation may be granted, denied or modified, provided that any variation granted will be in harmony with the general provisions of the Chapter.

**Section 30-902 Standards.** The Design Commission and the Village Board of Trustees will base their recommendation for a variation on the following facts:

- a. the particular difficulty or peculiar hardship is not self-created by the petitioner; and,
- b. the granting of the variation shall not create a traffic hazard, a depreciation of nearby property values or otherwise be detrimental to the public health, safety, morals and welfare; and,
- c. the variation will serve to relieve the applicant from a difficulty attributable to the location, topography, circumstances on nearby properties or other peculiar hardship; and not merely serve to provide the applicant with a competitive advantage over similar businesses; and,
- d. the variation will not alter the essential character of the locality; and,
- e. the applicant's business cannot reasonably function under the standards of this Chapter.

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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.*

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### ARLINGTON HEIGHTS MUNICIPAL CODE

#### Section 30-904 – Notification Requirements

- a. An applicant for sign variation shall, not less than seven days and not more than 30 days prior to the date set for the meeting of the Design Commission to hear the variation, serve written notice, either in person or by certified mail, on the last known taxpayers and/or property owners of record as reflected in the County records, of all property within 100-feet in each direction of the property lines of the subject property for which a variation is being requested; provided the number of feet occupied by all public roads, alleys, and other public ways shall be excluded in computing the 100-feet. If any part of a condominium property is located within this distance, written notification shall be made to the condominium association. If no such association exists, the applicant must notify each individual taxpayer of record in the condominium property. If, after a bona fide effort to determine such by the applicant, the owner of the property on which the notice is to be served cannot be found, the notice requirements of this section shall be deemed satisfied.

The required notices shall contain the address of the location for which the sign variation is requested, a brief statement of the nature of the request, the name and address of the legal and beneficial owner of the property, and time and date on which the meeting shall be held. The applicant shall furnish, at the time of the meeting (See Page 3, Item I for specific instructions) a written statement (affidavit) certifying that he or she has complied with the requirements of this subsection. Attached to the written statement shall be a list of all property owners notified in accordance with the above, the receipts of the certified mail or the signatures of the property owners acknowledging the personal visit of the applicant, the returned notices which were undeliverable by the post office, along with a copy of the notice sent to each of the individuals therein specified.

- b. An applicant for a variation shall, not less than 15 days prior to the date of the Design Commission meeting at which the variation is to be discussed, post a readable sign on private property adjacent to the roadway. This sign must be removed no later than 10 days after completion of the final meeting. The required sign shall contain the current action requested, the date, time, and place where the meeting shall be held, a statement that further information can be obtained from the applicant and the Planning Department of the Village of Arlington Heights. The words "NOTICE OF PUBLIC MEETING" must appear at the top of the sign in letters no smaller than 1.5 inches. All costs associated with the sign are to be borne by the petitioner. See Page 9 for an example of a notice sign.



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### SAMPLE SIGN

Size to be approximately 30" high by 48" wide.

All words and numbers must be no less than 1.5" in height.

#### NOTICE OF PUBLIC MEETING

**MEETING FOR:                    SIGN VARIATION REQUEST**

**MEETING LOCATION:            ARLINGTON HEIGHTS MUNICIPAL BUILDING  
33 S. ARLINGTON HEIGHTS ROAD  
ARLINGTON HEIGHTS, IL 60005**

**DATE: (Fill in meeting date)                    TIME: (Fill in meeting time)**

#### PUBLIC ATTENDANCE & COMMENTS INVITED

**FOR DETAILS CALL:**                    Or: Village of Arlington Heights  
Department of Planning and  
Community Development at  
847-368-5200

\_\_\_\_\_  
(Petitioner's Name & Phone #)

1. Sign must state current action requested, date, time, and place of meeting.
2. Sign must be posted on private property facing and clearly visible from adjacent roadway(s), fifteen (15) days prior to the meeting date (i.e., if a corner lot, one sign must be provided facing each adjacent roadway).
3. All signs must be removed no later than ten (10) days after completion of the final meeting.
4. Photo must be taken of sign(s).

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**SIGN NOTIFICATION AFFIDAVIT**  
**(Due to Staff 15 days prior to meeting)**

I, \_\_\_\_\_ hereby certify that the public meeting sign(s) required by Chapter 30, Section 30-904 of the Arlington Heights Municipal Code were erected on the property commonly known as \_\_\_\_\_ on \_\_\_\_\_  
*(Subject Property Address) (Date of Posting)*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Subscribed and Sworn to before me**  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

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**CERTIFIED MAILINGS**  
**NOTIFICATION AFFIDAVIT**  
**(Due to Staff 7 days prior to meeting)**

I, \_\_\_\_\_ hereby certify that the written notices to property owners within 100-feet required by Chapter 30, Section 30-904 of the Arlington Heights Municipal Code were mailed on \_\_\_\_\_.

*(Date of Certified Mailings)*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Subscribed and Sworn to before me**  
**this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**Notary Public**

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### **Public Meeting Process:**

The Design Commission will hold a public meeting to review the proposal. Petitioners or their representatives will make a formal presentation to the Design Commission and answer any questions concerning the proposal. It is required that the petitioner attend the scheduled Design Commission meeting. The Design Commission will work with the petitioner to resolve any outstanding design issues and make a final recommendation to the Village Board.

### **Additional Reviews:**

Depending on, and subject to any other processes required, the Design Commission recommendation may be forwarded to a final approval body as follows:

- a. **Design Commission Re-Review:** For petitions requiring a subsequent Design Commission re-review, the petitioner is required to submit one additional set of the revised plans and elevations to the Department of Planning and Community Development, along with revised electronic (pdf) files. Staff will schedule on a first-come, first-serve basis on the next available agenda.
- b. **Village Board of Trustees:** The Design Commission's recommendation is forwarded to the Village Board of Trustees for final consideration. Staff will schedule on a first-come first-serve basis on the next available agenda. It is required that the petitioner attend the Village Board meeting.

### **How to Avoid Postponement:**

Prior to submitting a formal application, petitioners can meet with the Staff Liaison to discuss their project design concepts on an informal basis. This optional step provides petitioners with feedback from the Planning Staff prior to preparing the drawings required for a complete submittal. Failure to comply with the application requirements will cause postponement of your Design Commission meeting. If you have any questions, please contact the Planning and Community Development Department Design Commission Liaison at (847) 368-5213.