

# VILLAGE OF OAK LAWN SIGN PERMIT APPLICATION

9446 South Raymond Avenue  
Oak Lawn, IL 60453-2449  
Phone: 708-499-7803  
Fax: 708-499-7823



Date of Application \_\_\_\_\_  
Address of Sign \_\_\_\_\_  
R.E. Index Number \_\_\_\_\_  
Property Owner's Name \_\_\_\_\_  
Property Owner's Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Sign Owner's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Sign Owner's Address \_\_\_\_\_  
Name of Sign Installer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Sign Company Address \_\_\_\_\_  
Estimated Cost of Sign \_\_\_\_\_ Sign Company Email \_\_\_\_\_

### FOR OFFICE USE ONLY

SIGN PERMIT# \_\_\_\_\_  
ISSUED BY \_\_\_\_\_  
DATE APPROVED \_\_\_\_\_  
APPROVED BY \_\_\_\_\_  
STRUCTURAL FEE \$ \_\_\_\_\_  
ELECTRICAL FEE \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

The issuance of a permit or approval of drawing shall not be construed to be a permit for, or an approval of, any violation of the provisions of the Zoning Ordinances or Building Code of the Village of Oak Lawn.

### TYPE OF SIGN

Please note that a separate application must be submitted for each sign type. Select only one of the following:

- A-frame    Awning    Canopy    Ground (monument)    Ground (pole)    Menu Board  
 Wall    Window    Other

### PRIMARY TYPE OF WORK

Select only one:

- Install New Sign    Reface/Recover Existing Sign    Relocate Existing Sign    Other

The Sign Ordinance contains requirements on the maximum size of all signs. An accurately dimensioned rendering provides the Commission with information to determine if the proposed wall sign meets the zoning ordinance requirements. The scaled rendering of the building elevation also provides the building's frontage. This information is necessary in determining what size sign is permitted.

### SIGN DIMENSIONS

1. Length \_\_\_\_\_ Width \_\_\_\_\_ Total Height \_\_\_\_\_ Weight \_\_\_\_\_
2. Total Area of Sign (Count ALL Faces) \_\_\_\_\_ Square feet
3. Building Elevation dimensions for *Wall Sign* (lease line to lease line / grade to top of parapet \_\_\_\_\_)
4. Lot Width \_\_\_\_\_ Linear feet

**Note: Wall Signs cannot exceed 7.5 percent of the area of its leased exterior storefront**

Height: \_\_\_\_\_ Width: \_\_\_\_\_

**PLEASE NOTE: NO PORTION OF ANY SIGN MAY ENCROACH UPON THE RIGHT-OF-WAY**

**REMINDER: Every Sign Permit Application must be supplemented with the following information:**

- Written consent from the owner of the property
- 10 color copies / plans. A scale drawing/rendering of the proposed sign(s) which shows sign dimensions including length, width, and height as well as lettering and logos.