



25 East State Street, North Aurora, IL 60542
P: 630.897.1457 F: 630.897.0269
Website: www.northaurora.org/forms/
Email: cdinfo@northaurora.org

SIGN - PERMIT APPLICATION

Job Address: _____

Sign Type (check all that apply):

Permanent Signs

WALL: _____
FREESTANDING: _____
TENANT PANEL: _____
DIRECTIONAL: _____
OTHER: _____

Temporary Signs

Class 3 _____ (LIMIT 30 DAYS)
Class 4 _____ (LIMIT 30 DAYS)
Class 5 _____ (LIMIT ONE (1) YEAR)
Class 7 _____ (DAWN TO DUSK)
Class 8 _____ (LIMIT 30 DAYS)

SIGN SIZE (SQ. FT): _____ **BUILDING FRONTAGE** (LINEAR FT): _____

Total Cost of Project (estimated): \$ _____

CONTACT INFORMATION:

Permit Applicant: _____ Phone: _____

E-Mail: _____

Property Owner: _____ Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-Mail: _____

CONTRACTOR(S):

General Contractor: _____ Office Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

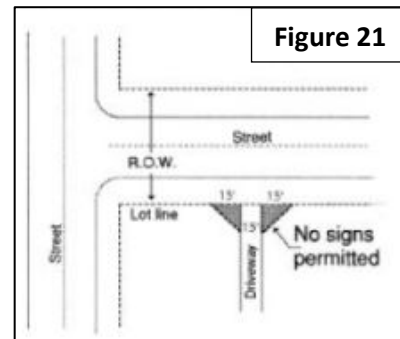
E-Mail: _____

Please Note: The following items are required at the time of permit submittal. All required paperwork and documents must be included at the time of submittal, or the submittal will not be accepted.

- **Site Plan** – showing location of ALL signs & setbacks on the property.
- **Sign Plan** - showing dimensions of the sign, height of sign, and proposed location of sign.
- **Schematics** - showing layout and electrical info on sign as well as specific language and materials used.
- **Building Plan** – showing location of sign and width of building or tenant space (Wall Signs).
- **Landscaping Plan** – showing landscaping requirements are met (Freestanding Signs).
- **New Businesses** – are required to submit a business registration application to the Village before a sign permit can be reviewed and issued.

Sign Ordinance Standards: Chapter 15.48

- **Location:** Only signs erected by the Village or the State of Illinois shall be permitted within a public right-of-way. All other signs shall be placed no closer than five feet from any lot line.
 - Freestanding Signs: shall be located on that portion of a lot having public or private street frontage.
 - Wall Signs: may be erected upon the wall of any building facade, with the exception facades facing any adjoining lot used for residential purposes or being located in a residential zoning district.
 - Driveway Setback: No signs shall be located within a triangular area of fifteen (15) feet from the point of intersection of a public street right of way and driveway or private street. (See Figure 21).
- **Landscaping:** The Village requires freestanding signs in all business, office research, and industrial districts to be landscaped. Landscaping details for each zoning district can be found in the following Sign Ordinance sections:
 - Business Districts standards are outlined in Chapter 15.48.100.
 - Industrial and Office Research Districts are outlined in Chapter 15.48.120.
- **LED Signs:** All other illumination and LED sign requirements are outlined in Chapter 15.48.160.
 - Are limited to freestanding signs only and shall not be permitted as wall signs or otherwise visible from outside a building.
 - Change no more frequently than once every five seconds, and shall not scroll, animate, move, twinkle, snow, flash, blink or otherwise appear other than in a steady display.
 - Not exceed twenty-five (25) square feet in area.
- **Prohibited, Temporary, and Other Signs/Standards:**
 - Billboards and other prohibited signs are outlined in Chapter 15.48.060.
 - Temporary Signs are outlined in Chapter 15.48.080.
 - All other sign types and standards are outlined in Chapter 15.48 of the North Aurora Municipal Code.



Permit Review Time: Please allow ten (10) working days for the permit applications to be reviewed and approved. The review time does not start until **all** required paperwork and documents are submitted.

Permit Issuance: A staff member will notify you when your permit is ready to be picked up and paid for.

Fees: *Permanent Signs* - \$5.00/square foot *Temporary Signs* - \$50.00 Fees are paid after a permit is approved.

Inspections: The applicant is responsible for scheduling all required inspections, which are shown on the permit job card. The permit job card must be visible from the street during construction. Should an inspection fail, a \$100.00 re-inspection fee may apply and must be paid prior to scheduling the re-inspection.

I hereby certify that: I am the owner of the property or authorized by the property owner to make application for a sign permit and agree to pay all fees associated with this permit.

Printed Name: _____ **Date:** _____

Signature: _____

FOR OFFICE USE

Approved by: _____ Date: _____

Total Fee: \$ _____