



VILLAGE OF LAKE BLUFF
SIGN PERMIT APPLICATION (PERMANENT AND TEMPORARY)

Applicant: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

Proposed Sign Address: _____

Permanent or Temporary Sign: _____

Type of Sign (window, wall, ground, etc.): _____

Sign Company Name: _____

Contact Individual for Project: _____

Telephone: _____ Email Address: _____

Application Requirements

Permanent Signs Requiring Approval by the Architectural Board of Review or the Village Board

- A scaled drawing showing the lot and building(s) and structure(s) to which the sign(s) is/are to be attached or erected. The exact position of the sign(s) must be noted on the drawing, including the height of sign above grade, as applicable
- A scaled drawing or plan of the sign(s) showing construction details for the sign(s) including all dimensions including; letter sizes and styles, foundation and/or mounting materials, and sign height and width.
- A concise description of the construction materials and colors of all sign components.
- A detail of type and intensity of any lighting or illumination.
- Thirteen (13) paper copies are required if the drawings are in color and/or larger than 11x17.
- Email an electronic copy of the drawings to Mike Croak, Building Codes Supervisor, at mcroak@lakebluff.org

Temporary Signs Requiring Approval by the Village Administrator

- A description of the location of the sign.
- A date when the sign will be erected and when it will be removed.
- A description of the type of sign, the sign materials and the sign size (lighting of temporary signs is prohibited).

NOTICE: Upon receipt of a completed application, including all related drawings and materials, a review date will be provided. The applicant or their designee must attend the review meeting. The Architectural Board of Review generally meets the first Tuesday of each month.

An Architectural Board of Review application fee of \$150 is due at the time of application for all permanent signs. For signs that require an exemption from the Village Sign Code, an escrow deposit is required to cover the Village's out-of-pocket expenses, including attorney's fees to write the resolution approving the sign exemption. Contact the Building Code Supervisor, Mike Croak (847-283-6885), to determine the amount of the escrow for your particular project. Checks should be made payable to the Village of Lake Bluff. A sign permit fee (equal to 3% of the construction cost of the sign) will be collected at the time of permit issuance.