



# DEPARTMENT OF PLANNING & ZONING

200 East Wood Street • Palatine, IL 60067-5339  
Telephone (847) 359-9047  
www.palatine.il.us

## TEMPORARY SIGN PERMIT APPLICATION

PRINT CLEARLY. ILLEGIBLE AND/OR INCOMPLETE APPLICATIONS WILL BE RETURNED

### Business Owner Information

Project/Site Address: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Type of Sign requested (check one)	
<input type="checkbox"/> Development Sign	<input type="checkbox"/> Event Sign on Private Property
<input type="checkbox"/> Construction Sign	<input type="checkbox"/> Commercial Real Estate Sign
<input type="checkbox"/> Grand Opening Sign	

Location of the Sign (include site plan showing location)  
\_\_\_\_\_

**Sign Post Dates**  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Description of Sign. Please attach any sign details if available.**  
Dimensions: \_\_\_\_\_  
Materials: \_\_\_\_\_

Office Use		
Planning and Zoning	Approved by:	Date:
Permit #	Date Issued:	Date Expires:

### TEMPORARY SIGN REGULATIONS:

- **Temporary event signs are only permitted for 7 days.**
- **Grand Opening signs are permitted for 30 days. (New businesses are allowed one)**
- A maximum of 4 event signs may be posted on a property per calendar year and a minimum of 14 days must elapse between events.
- Signs shall be removed within twenty-four (24) hours of the expiration of the temporary sign permit
- Balloons, streamers or other devices shall not be attached to any sign. Signs shall not be illuminated.
- Signs shall not be erected in a location where pedestrian or vehicle conflicts can occur.
- Signs shall not distract or obstruct the visibility of traffic signs or signals or interfere with the flow of traffic

### SUBMITTAL REQUIREMENTS

- Completed application and a copy of the site plan showing location of temporary sign

### ADDITIONAL INFORMATION

Homeowner's Associations (HOA) may have covenants, conditions and restrictions that are more restrictive than the Village of Palatine's Zoning Ordinances. Therefore, it is the responsibility of the homeowner to acquire approval from their Homeowner's Association prior to posting approved signs. The Village does not require HOA approval prior to issuing a permit.

### Signatures

I hereby certify to the correctness and accuracy of this application and all submitted information and agree to perform the above construction in strict compliance with all provisions of the Village of Palatine code of ordinances. Having read this application, the information handout, and fully understanding the intent thereof, I declare that the statements made are true to the best of my knowledge and belief.

### BUSINESS OWNERS SIGNATURE REQUIRED

#### Business Owner

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Office Use
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