



VILLAGE OF HOMER GLEN SIGN GUIDELINES

VILLAGE SIGN APPROVAL PROCESS

Sign Permit Approval Process

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<p><u>Be Informed</u></p> <p>Obtain a copy of the Sign Code (Section 10.6 of the Zoning Ordinance). Available online at: www.homerglenil.org.</p> <p>Contact the Village with any questions regarding the Sign Code at (708) 301-0632.</p>	<p><u>Select a Sign Contractor</u></p> <p>All contractors working in Homer Glen must be registered with the Village. The Village has a list of contractors that are registered. This list is available for viewing at Village Hall. The Village cannot recommend a contractor.</p>	<p><u>Design Your Sign & Landscaping</u></p> <p>Utilize a concise message.</p> <p>Choose a visible color scheme that is readable from a distance.</p> <p>Select a legible font. Not all design fonts are good for business signage.</p> <p>Some signage requires landscaping. Ask staff.</p>	<p><u>Apply for a Sign Permit</u></p> <p>Submit the sign permit application and all required documents listed on the permit form to the Village.</p> <p>Permit applications are available online at www.homerglenil.org or can be obtained by contacting Village staff.</p>	<p><u>Application Review</u></p> <p>Review takes a maximum of 10 business days depending on the completeness of your application.</p> <p>If the permit is approved, proceed to step 6.</p> <p>If the permit is not approved because it does not meet Village Code Requirements, a variance can be requested.</p>	<p><u>Obtain a Sign Permit</u></p> <p>Staff will contact you when the permit is ready for pick up.</p> <p>The Sign Permit fee is \$50 + \$2/square foot of the sign.</p> <p>The Village accepts cash or check as a method of payment.</p>	<p><u>Schedule an Inspection</u></p> <p>Contact the Village's Building Department at (708) 301-1301 to schedule an inspection.</p>	<p><u>Maintain Your Sign</u></p> <p>A sign is an investment for your business. Take the proper steps to maintain your investment.</p>

Sign Variance Consideration Process

In order to obtain a sign variance, the petitioner must show a practical difficulty or a particular hardship regarding why you cannot abide by the Village's ordinance. The standards of variation can be found in the Village's Zoning Ordinance in Section 12.7-3. The Village Zoning Ordinance is online at www.homerglenil.org/ordinances/zoningordinancehome.aspx

The first step in the variance process is to set up an initial intake meeting with Village staff to review the process and requirements.

Next, the petitioner must appear at a public hearing before the Plan Commission. Staff will review the public hearing notice requirements with the petitioner at the initial intake meeting. The Plan Commission will provide a recommendation on your sign variance request that will be sent to the Village Board.

After receiving a recommendation from the Plan Commission, the petitioner will appear before the Village Board for a final decision.

The sign variance process can be expected to take between 60 to 100 days.

Sign variance fees are non-refundable if the variance is not granted. A typical sign variance request can cost approximately \$400.



MONUMENT/FREESTANDING SIGNS

Guidelines

Number: One (1) monument or freestanding sign is generally permitted per lot.

Size: Please see the "How to Determine How Much Signage is Permitted" section at right to determine sign allowance.

Location: A monument/freestanding sign must be 15' from all property lines.

Materials: A monument/freestanding must be constructed with predominately brick or stone material.

Height: A monument/freestanding is limited to 10' from the base of the sign to the highest point of the sign.

Lighting: The sign may be internally illuminated. All external illumination must comply with the Village's Outdoor Lighting Ordinance.

Tenant Panels: A maximum of 4 tenant panels are permitted per monument/freestanding sign.

Landscaping: The amount of landscaping must be equivalent to the size of the area of the sign face.

*Electronic Message Centers are not permitted by the Village's sign ordinance.

How to Determine How Much Signage is Permitted

3 linear feet of lot frontage = 1 square foot of signage*

For example, if your business has 180 linear feet of frontage along 143rd Street, you would be permitted 60 square feet of monument/freestanding signage. ($180/3 = 60$)

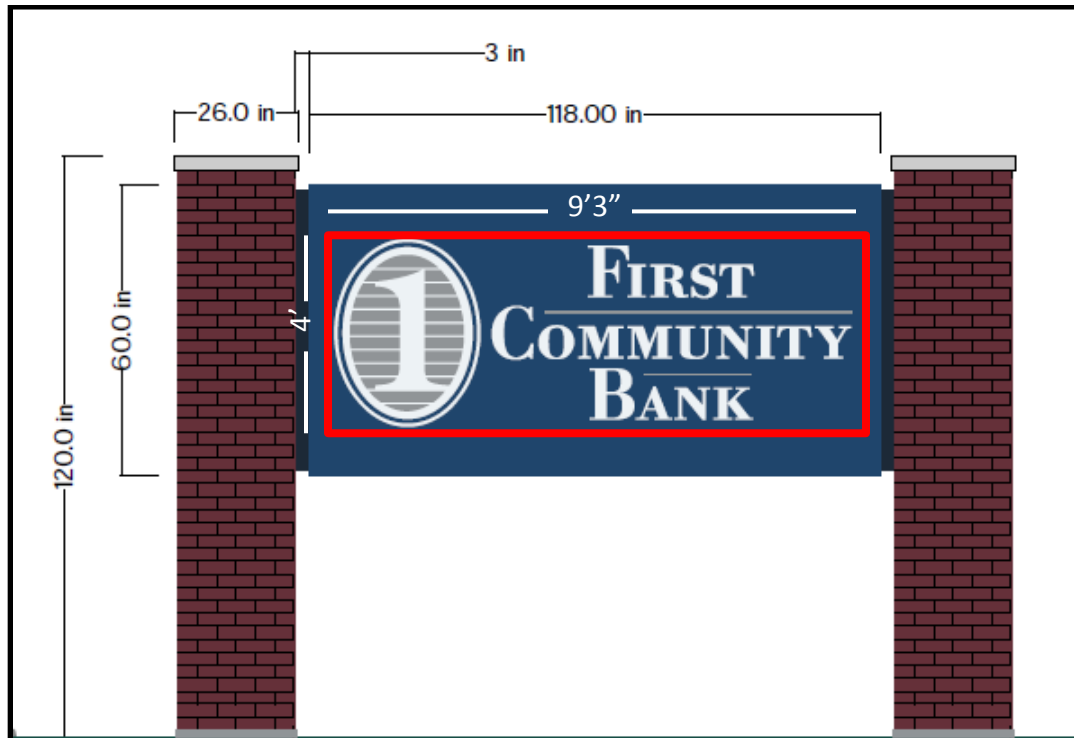
Lots with more than 600' of frontage are permitted an additional monument/freestanding sign. The second sign must be 300' from the first sign. Both signs can have a max of 65sf of area each.

Corner lots are permitted an additional monument/freestanding sign on the second street frontage. This sign shall not exceed 1sf of signage for every 4 lineal feet of lot frontage for a maximum of 50sf. The sign cannot within 200' of any other monument/freestanding sign on the property.

How to Calculate the Area of a Monument or Freestanding Sign:

1. Draw a rectangle around the copy area (text and geometric figures) of the sign. This is shown as the red box in the picture on the left.
2. Multiply the length of the copy area by the width of the copy area to achieve the total copy area. In this example the total sign size is 37sf (length of the sign (9'3") multiplied by the width of the sign (4')).

*For an internally illuminated sign, the entire face of the sign, not just the copy area, must be included in the area calculation.



MONUMENT/FREESTANDING SIGN EXAMPLES

PERMITTED BY VILLAGE ORDINANCE



Sign meets height requirements (10' maximum).

Sign meets copy area size requirements.

Sign materials are predominately brick or stone.

Sign has landscaping at the base.

Additional Information:

Multi-tenant signs are permitted to have up to 4 tenant panels. Tenant panels are included in the allowed sign copy area.

NOT PERMITTED BY VILLAGE ORDINANCE



Sign exceeds 10' in height.

Sign has more than 4 tenant panels.

Only 4 tenant panels are permitted.

Sign exceeds 65sf in total copy area.

(See page 3 for information on how to calculate total sign area)

"Pole" signs are not permitted.

Sign base must be brick or stone.

Additional Information:

Sign must have landscaping equal to the sign area around its base. Electronic Message Center Signs are not permitted.

WALL SIGNS

Guidelines

Number: A maximum of one (1) wall sign is allowed per building elevation.

Size: The total gross surface area of one (1) wall sign shall not exceed 1.25 times the number of the lineal feet of building frontage as defined herein. The second wall sign shall not exceed 75% of the permitted size of the first wall sign.

On a corner lot, the total gross surface area of one (1) wall sign shall not exceed 1.25 times the number of the lineal feet of building frontage as defined herein. The square footage of the remaining wall signs must not exceed 1.25 times the lineal feet of building frontage, not to exceed one (1) sign per elevation.

Type: Sign must be a channel letter sign. Box signs are not permitted. See page 6 for examples of permitted wall signage.

Location: Sign shall have a common horizontal center line with other signs on the building.

Lighting: Sign may be internally illuminated. All external illumination must comply with the Village's Lighting Ordinance.

Other: Wall signs are not permitted to be located on a building elevation which is adjacent to residentially zoned property.

How to Determine How Much Signage is Permitted

Calculate your Building Frontage (see right).

Multiply Building Frontage by 1.25.

Using the example at right:

87'6" x 1.25 = 109sf of permitted wall signage!

How to Calculate the Area of a Wall Sign

1. Draw a rectangle around the copy area (text and geometric figures) of the sign. This is shown as the red box in the picture on the right.
2. Multiply the length of the copy area by the width of the copy area to achieve the total copy area. In this example the total sign size is 71sf (length of the sign (31'8") multiplied by the width of the sign (27")).

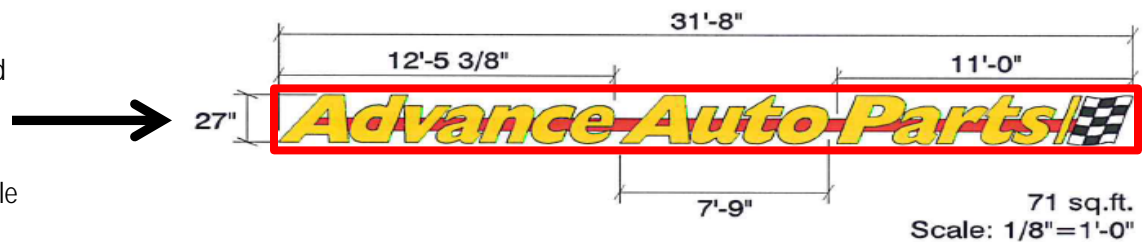


How to Calculate Building Frontage

In order to measure the building frontage, measure the linear length of the outside building wall facing the public right-of-way.

In a multi-tenant building, measure the linear length of the outside building wall of the individual tenant unit facing the main parking area. Please see the red arrow above for a sample calculation.

On corner lots, only the building front facing the street or roadway that has the higher traffic designation shall be used in determining the front of the building.



WALL SIGN EXAMPLES



Channel letter wall signs are permitted.



Dimensional surface signs are permitted

PERMITTED BY VILLAGE ORDINANCE

Additional Information

Both channel letter wall signs and dimensional surface wall signs are permitted.

Signs are permitted to be mounted directly to the building or onto a raceway. Both signs shown at the left are mounted on raceways.

For information on how to calculate permitted sign size, please see page 5.

Window Signs: Businesses can cover up to 30% of each window with temporary window signs. Permanent window signs are part of the total sign allowance. In planning to maximize the size of exterior signage, reduce the size of any proposed permanent window signs.

NOT PERMITTED BY VILLAGE ORDINANCE

Additional Information

Panel signs are not permitted.

Box style signs are not permitted.

Exterior lighting of signage is not permitted unless the lighting conforms with the Village's Ordinance on Outdoor Lighting available at www.homerglen.il/ordinances



PANEL SIGNS ARE NOT PERMITTED



BOX SIGNS ARE NOT PERMITTED

TEMPORARY BUSINESS SIGNS PERMITTED BY VILLAGE ORDINANCE

Guidelines

Number: Two (2) signs per business. One (1) sign can be a ground mounted banner and the other sign can be displayed on the building or canopy.

Size: Each sign can be up to 25sf in size and can be double sided.

Duration of Display: Display period is 91 days per calendar year. This period can be split into 13 periods of 7 days or used for 91 continuous days.

Location: The temporary sign must be be at least 5' from all property lines and cannot be located in the public right of way.

Other: The sign cannot rotate, flash, flutter or appear to move.

Permit Process

1. Obtain a temporary sign permit application from the Village's website (www.homerglenil.org) or by stopping in the Village Hall.
2. Fill out and submit the permit application, indicating which days the temporary sign will be displayed.
3. If you would like to extend the time on your temporary sign permit, please contact the Village Hall prior to the expiration of the permit.

Temporary Sign Permit Fee: \$25 per calendar year.



NOT PERMITTED BY VILLAGE ORDINANCE



Sign is greater than 25sf.

Signs that move or appear to move are not permitted. Inflatables are also not permitted.



NOT PERMITTED



NOT PERMITTED



NOT PERMITTED

SIGN DESIGN TIPS

Always check first with Village staff before committing funds for a sign to ensure that your proposal meets the Village sign ordinance.

Choose font styles, including size, shape, color and letter thickness, to optimize readability from a distance. The goal is for a sign to be easily readable by drivers in passing vehicles from the roadway, beyond the parking lot.

Drive around and take notice of business signs that are easily readable for ideas on how to make your sign design work best for your business.

Speak with other business owners to obtain referrals for sign contractors. A list of registered contractors who have worked in the Village is available for viewing at Village Hall.

The staff at Village Hall is happy to help you brainstorm sign options to maximize your business identity and visibility. Please contact us anytime we are happy to be of assistance.

Use the annual permit for temporary signs to advertise your special promotions and events throughout the year. It is the most cost effective, flexible business adjunct for marketing your business to thousands of vehicles per day!

VILLAGE STAFF CONTACTS

Mike Mertens
Village Manager
MMertens@homerglenil.org

Vijay Gadde, AICP
Planning and Zoning Director
VGadde@homerglenil.org

Janie Patch
Economic Development Director
JPatch@homerglenil.org

Joseph Baber
Chief Building Official
JBaber@homerglenil.org

Village of Homer Glen
14240 W. 151st Street
Homer Glen, Illinois 60491
Ph: (708) 301-0632
Fx: (708) 301-8407
www.homerglenil.org

