

VILLAGE OF HOMER GLEN

Temporary Sign Permit Application

(Commercial, Office and Industrial Zoning Districts)

(Zoning Ordinance §220-1005(C)(6)(b))

Application updated 05.15.25

Phone: 708-301-1301

Fax: 708-301-0417

(Please print legibly)

Business Name: _____

Business Address: _____

Phone (required): _____ E-Mail (required): _____

SIGN INFORMATION:

Address of Sign Location: _____ PIN or Tax ID: _____

	<i>Wall mounted only</i>	<i>May choose only 1 cell below</i>			
Dates of Display <small>(enter specific date range in cell below sign type)</small>	Temporary business identification signs** <small>(91 consecutive days)</small>	New Business* <small>(45 consecutive days)</small>	Holiday Season* <small>(Black Friday to Jan. 31st)</small>	State or County Road Construction* <small>(contact staff first to check qualification)</small>	Other Temporary Sign* <small>(14 consecutive days)</small>
Ground Sign					
Wall Sign					

* See *Business Permit Program for Temporary Promotional Signs* on back side.

**Temporary Business Identification Signs are for new businesses that are waiting for their permanent sign to be fabricated.

Proposed Sign Dimensions: _____

Proposed Sign Area: _____

SUBMITTAL REQUIREMENTS:

If proposing a ground sign, provide site plan (aerial) showing the proposed location **(must be a minimum 50' separation from all other temporary ground signs for multi-tenant properties)**

\$25 permit fee due upon permit approval

READ REVERSE SIDE BEFORE SIGNING

I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the Village of Homer Glen. **I understand the proposed sign cannot be displayed until applicant receives permit approval.**

Applicant name (print) _____

Applicant name (signature) _____ Date: _____

Property Owner name (print) _____

Property Owner name (signature) _____ Date: _____

PLEASE SEE THE BACK SIDE FOR RULES AND REGULATIONS



VILLAGE OF HOMER GLEN

Business Permit Program for Temporary Promotional Signs

HOMER GLEN

PERMIT REQUIREMENT

- Up to 4 temporary sign display periods per calendar year per business.
- Each sign display period requires a separate permit with a \$25.00 fee per application.

NUMBER & TYPE OF SIGN

- 1 wall sign OR 1 ground-mounted sign on display at any one time.
- Ground signs must be affixed into the ground using posts or poles and may be double-faced.
- Temporary signs shall not be illuminated.

SIGN AREA SIZE

- Wall signs may be up to 25 square feet, but may be increased to 65 square feet during the holiday season or road improvement project as defined below.
- Ground-mounted signs may be up to 25 square feet.

LOCATION

- Wall signs may be placed on any 1 wall of the corresponding tenant space.
- Ground-mounted signs must be located on the same property as the business, a minimum of 5 feet from the nearest property line, and shall not be located in the public right-of-way.
- A separation of 50 feet is required between ground-mounted signs displayed at the same time for multitenant properties.
- Ground-mounted signs shall not be located on paved surfaces or parking lot landscape islands.

DISPLAY TIME PER PERMIT

- Display periods shall not overlap.
- A minimum of 30 days without temporary signage is required between display periods.
- Signs shall be removed within 24 hours after the expiration of the permit.
- **Normal Display Period:** 14 consecutive calendar days per permit.
- **Special Condition Display Periods** (Each count as 1 of the 4 possible sign display periods per year):
 - **New Business:** 45 consecutive calendar days display allowed for opening soon/now open promotions.
 - **Holiday Season:** Continuous display allowed from Black Friday to January 31 of the new year.
 - **State or County Road Improvement Project:** Continuous display allowed for businesses fronting road projects (this may result in only 1 permit needed per calendar year).

PROHIBITED

Feather banners, inflatables, portable signs (not affixed to ground), mobile signs, flashing signs, pennants and other attention-getting devices.

TEMPORARY BUSINESS IDENTIFICATION SIGNS

- A temporary business identification sign must be a weatherproof banner affixed to the facade of the building and cannot be ground-mounted.
- A temporary business identification sign must adhere to the standards for placement and size for a wall sign in the subject zoning district.
- A temporary business identification sign permit is valid for 91 days. All such signs shall be removed from the premises within 24 hours after the expiration of the permit.