



Sign Permit Application Checklist for Downtown Sandwich Board & Removable Hanging Signs

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

Application Requirements:

In order for an application for a sign permit to be reviewed, it must include all required information. An application without complete information, including all required plans, may not be processed until the submittal is complete. The following checklist indicates the quantities and types of plans and materials required to determine compliance with Chapter 30 (Sign Regulations) of the Arlington Heights Municipal Code.

1. Each application for a sign permit must be submitted to **Building Services**, accompanied by **two (2) collated sets** of the following items:
 - a. One application per sign only.
 - b. Fully dimensioned and scaled drawings of the proposed sign and graphics, and/or catalog cut sheets and specifications of the proposed sign. All drawings and images must be in full color. All sign materials, textures, finishes, and colors must be noted.
 - c. For sandwich board signs, provide a photo of the location that the sandwich board sign will be displayed. Include a written statement describing where the sign will be located and that 5'-0" minimum sidewalk clearance will be maintained.
 - d. For removable hanging signs, provide a photo or architectural drawing of the storefront showing the proposed location of the removable hanging sign, including the mounting height and clearance from the sidewalk.
 - e. Photographs of existing business storefront, including photos of all existing signs and awnings.
 - f. Signed Indemnification form (see attached).

2. Other Requirements:
 - a. There is no permit fee for downtown sandwich board and removable hanging signs.
 - b. Permits will be reviewed in one business day.
 - c. Permits may be issued to an individual business for both sandwich board and hanging signs, but only one of these two types of signage can be displayed at one time.
 - d. Sculptural sandwich board signs are required to submit a Design Commission Application to the Planning and Community Development Department for approval prior to permit.

NOTE: It is recommended that businesses obtain the required approvals prior to purchasing any signs. This will ensure that the signs being purchased are approved and comply with the regulations.

Sign Permit Application Worksheet for Downtown Sandwich Board & Removable Hanging Signs

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

PROPOSED SIGN INFORMATION:

Type of Sign: Sandwich Board Sign Removable Hanging Sign

SANDWICH BOARD SIGN: (See attached guidelines from Section 30-201.h.12 of Chapter 30, Sign Code)

Number of Signs: _____ Signage Area: _____

Overall Sign Height: _____ Overall Sign Width: _____

Material of Frame: _____ Material of Message Board: _____

REMOVABLE HANGING SIGN: (See attached guidelines from Section 30-201.h.13 of Chapter 30, Sign Code)

Number of Signs: _____ Sign Size (square feet): _____

Distance from Bottom of Hanging Sign to Sidewalk: _____

Distance from Top of Hanging Sign to Sidewalk: _____

Distance from Bottom of Mounting Bracket to Sidewalk: _____

Distance from Building Face to Outside Edge of Hanging Sign (Projection from Building): _____

Hanging Sign Material: _____

Refer to Chapter 30, Sign Code, for complete requirements at www.vah.com.



**INDEMNIFICATION
SANDWICH BOARD SIGNS**

WHEREAS, the undersigned, as manager/agent for _____
desires to maintain a sandwich board sign on a portion of the public sidewalk located at
_____;

WHEREAS, the Village of Arlington Heights (“Village”) is willing to permit the undersigned to maintain a sandwich board sign in that area, provided that the Village will not incur the risk of any liabilities to the undersigned or to any third party by virtue of the presence of the sandwich board sign;

NOW, THEREFORE, in consideration for permission to use a portion of the public sidewalk from the Village and for other good and valuable consideration herein acknowledged, the undersigned agrees to indemnify, defend and hold harmless the Village, its officers, employees, and agents against any and all loss, liability, damage, claims, costs and expenses, including attorneys’ fees, which it may hereafter suffer, incur, be put to or pay out as a result of the undersigned’s use of the public sidewalk for a sandwich board sign. The undersigned shall, at his or her own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgments shall be rendered against the Village in any such action, the undersigned shall satisfy and discharge that judgment excluding only such claims, demands or losses which result from the sole negligence of the Village or its officers, agents or employees.

Name of Business

Signature of Agent

Printed Name

Date

Witness

Date

**INDEMNIFICATION
REMOVABLE HANGING SIGNS**

WHEREAS, the undersigned, as manager/agent for _____ desires to maintain a removable hanging sign which will encroach into a portion of the public right-of-way located at _____;

WHEREAS, the Village of Arlington Heights (“Village”) is willing to permit the undersigned to maintain a removable hanging sign in that area, provided that the Village will not incur the risk of any liabilities to the undersigned or to any third party by virtue of the presence of the removable hanging sign;

NOW, THEREFORE, in consideration for permission to encroach into a portion of the public right-of-way from the Village and for other good and valuable consideration herein acknowledged, the undersigned agrees to indemnify, defend and hold harmless the Village, its officers, employees, and agents against any and all loss, liability, damage, claims, costs and expenses, including attorneys’ fees, which it may hereafter suffer, incur, be put to or pay out as a result of the undersigned’s encroachment into the public right-of-way for a removable hanging sign. The undersigned shall, at his or her own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgments shall be rendered against the Village in any such action, the undersigned shall satisfy and discharge that judgment excluding only such claims, demands or losses which result from the sole negligence of the Village or its officers, agents or employees.

Name of Business

Signature of Agent

Printed Name

Date

Witness

Date

EXAMPLES OF SANDWICH BOARD AND REMOVABLE HANGING SIGNS



Sandwich Board Sign



Sculptural Sandwich Board Sign



Removable Hanging Signs

DOWNTOWN SANDWICH BOARD SIGN GUIDELINES

Section 30-101 Definitions:

Sandwich Board Sign. A sign set on the ground (without attachment to the ground) in an 'A' frame configuration with two panels hinged at the top. Sandwich board signs are permitted in the B-5 zoning district only.

Sandwich Board Sign, Sculptural. A sign set on the ground (without attachment to the ground) that is sculptural in form, such as a human figure, sculpture art, or other object, and contains an integral sign panel on one or two sides. Sculptural sandwich board signs are permitted in the B-5 zoning district only.

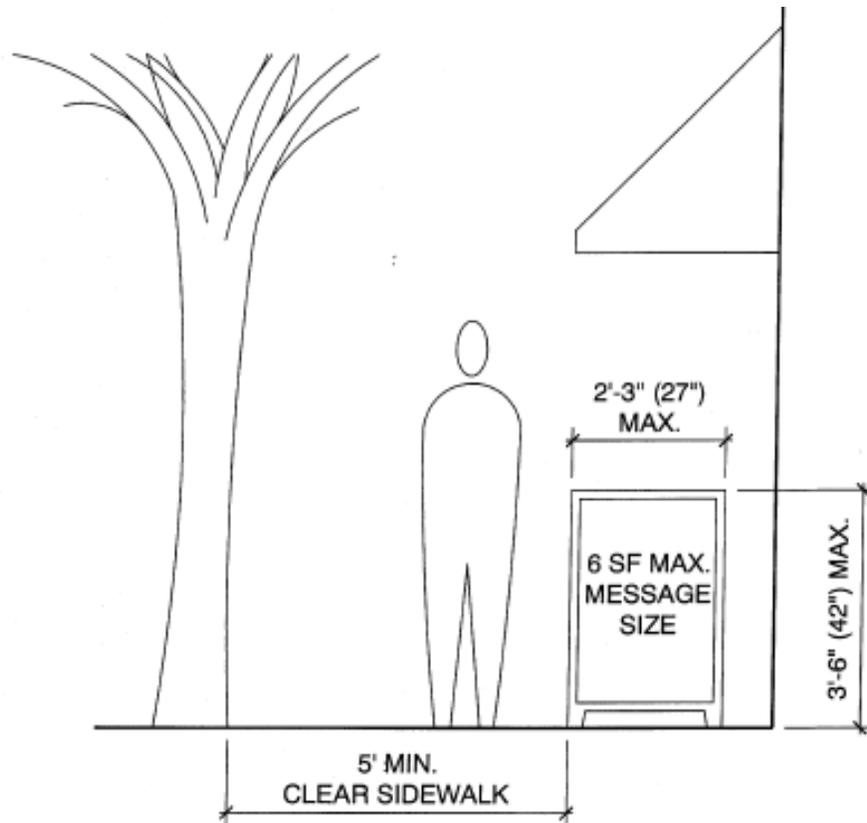
Section 30-201.h.12. Sandwich Board Signs / Sculptural Sandwich Board Signs.

The following provisions pertain to Sandwich Board and Sculptural Sandwich Board signs.

- a. Number. Each business shall be permitted one sandwich board sign per street frontage or per entry.
- b. Size:
 - i. The signage area shall be a maximum of six square feet on each face of the sign.
 - ii. The overall sign size shall not exceed 27" wide and 42" tall.
 - iii. Sculptural sandwich board signs shall not exceed 6 feet in height and 3 feet in width. The signage area shall not exceed 27" wide, 42" tall, and 6 square feet on each face of the sign. Design Commission approval is required for all sculptural sandwich board signs.
- c. Location:
 - i. Sandwich board signs shall only be located on sidewalks contiguous to the business being advertised. They shall not extend beyond the length of the business frontage.
 - ii. In no event shall the sandwich board sign reduce the open portion of the public sidewalk to less than five feet clear of all obstructions (i.e., street lighting, benches, trees, trash receptacles, etc).
- d. Message:
 - i. The message on a sandwich board sign may include the name of the business, products produced or services rendered, and other pertinent information related to the business' operation. The business name shall be limited to 33% of the overall sign area.
 - ii. Professionally printed, computer generated messages are allowed.
 - iii. Hand written messages are allowed if in a neat and legible manner on a dark color background.
 - iv. White erasable boards are not allowed.
 - v. Manual change bulletin board signs are not allowed.

DOWNTOWN SANDWICH BOARD SIGN GUIDELINES, continued

- e. Construction:
- Sandwich board signs must be free standing and constructed of wood or metal, or similar appropriate material as approved by Village staff.
 - Pre-engineered plastic sandwich board signs are discouraged.
 - Decorative sandwich board signs which complement the business type or building architecture are encouraged.
 - Signs must be weighted in order to ensure that they do not fall into the public way. Signs must be maintained in an upright position at all times.
 - Signs are not allowed to be illuminated.
- f. Hours of Display.
- Sandwich board signs may only be displayed during open business hours.
 - Sandwich board signs are not permitted on a public sidewalk during times of snow and inclement weather.
- g. Liability. All applicants are required to complete a hold harmless/indemnification agreement.



DOWNTOWN SANDWICH BOARD SIGN

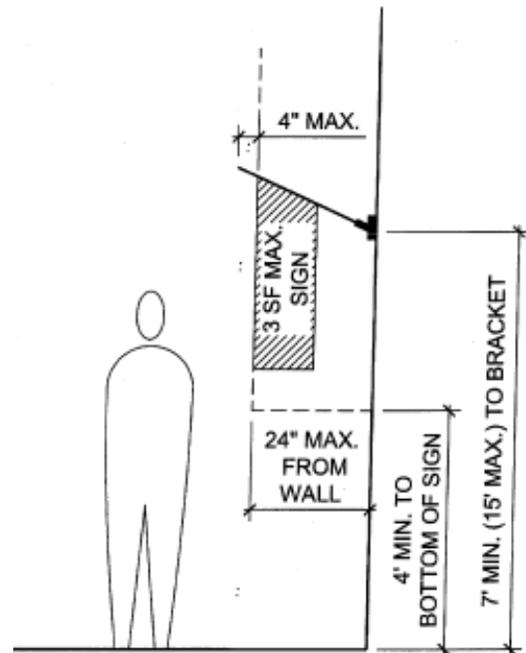
DOWNTOWN REMOVABLE HANGING SIGN GUIDELINES

Section 30-101 Definition:

Removable Hanging Sign. A removable fabric sign hung from a bracket that is fixed to the building. Removable hanging signs are permitted in the B-5 zoning district only.

Section 30-201.h.13. Removable Hanging Signs:

- a. Number: Each business shall be permitted no more than one removable hanging sign.
- b. Location:
 - i. Removable hanging signs shall maintain a minimum clearance of four feet above a pedestrian thoroughfare and shall not be higher than 15 feet above the pedestrian thoroughfare.
 - ii. Mounting Brackets and flag poles must maintain a minimum clearance of 7 feet above the pedestrian thoroughfare.
- c. Size: Removable hanging signs can be no larger than three square feet.
- d. Projection:
 - iii. Removable hanging signs shall not project more than 24 inches from the building to the outside face of the sign.
 - iv. Brackets and/or flag poles shall not extend more than four inches beyond the edge of the sign.
- e. Message: The name of the business, logo of the business, type of business, seasonal décor, and/or "OPEN" shall be permitted on a removable hanging sign.
- f. Materials / Design Considerations:
 - v. Removable hanging signs must be made of a weather-resistant and fade-resistant fabric.
 - vi. Mounting brackets shall be permanently mounted to the building, with the hanging sign being removable, such as a flag pole and mounting bracket.
 - vii. Clothes hangers and other similar means of attachment are not permitted.
- g. Hours of Display:
 - viii. Removable hanging signs may only be displayed during open business hours.
 - ix. Removable hanging signs must be removed during times of windy and inclement weather.
- h. Liability. All applicants are required to complete a hold harmless/indemnification agreement.



DOWNTOWN REMOVABLE
HANGING SIGN