



**LA GRANGE**

Village of La Grange  
53 S. La Grange Road, La Grange, IL 60525  
lagrangeil.gov

## Sign Permit Application

Address of Sign: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### Tenant/Applicant Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Contractor Information

Contractor's Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Building Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Proposed Sign Information

Approximate Value of Job: \$ \_\_\_\_\_

Sign Dimensions; Length: \_\_\_\_\_ Width: \_\_\_\_\_

Area (sf): \_\_\_\_\_ Height of Sign at Highest Point (ft.): \_\_\_\_\_

Property Frontage (ft.) \_\_\_\_\_ Building Frontage (ft.) \_\_\_\_\_

#### Type of Sign

Ground Sign       Wall Sign       Window Sign       Canopy/Awning Sign

#### Illumination

External Illumination       Internal Illumination       Non-Illuminated

#### Sides

Single Sided       Double Sided

## Existing Sign(s) Information

Please list and describe all existing signs on the property.

Type of Sign (wall, ground, awning, etc.)	Dimensions	# of Sides	Area (sq. ft.)
<b>Total:</b>			

## Required Submittals

- Scaled drawing and dimensions of proposed sign (scale must be indicated on drawing).
- Scaled and dimensioned site plan or plat of survey indicating (1) roadways, (2) parking lots, (3) buildings, (4) location of existing signs, and (5) location of proposed sign.
- Building Elevation with location of proposed sign and dimensions of the wall to which the sign will be mounted. (Wall Signs Only).

## Important Information to Applicants

- **Incomplete applications and/or applications without all required submittals will NOT be accepted.**
- A Sign Permit Application must be completed for EACH sign.
- A copy of the La Grange Zoning Ordinance (see Article XI for Sign Regulations) may be downloaded from the Village webpage at <https://www.lagrangeil.gov>
- Site plans or plats of survey submitted for ground signs must contain exact dimensions of setbacks from property lines and adjacent right-of-ways, and linear feet of buildings.
- All submitted drawings must be drawn to a common scale.
- Note the clear site area requirements per Chapter 155 of the La Grange Code of Ordinances, which can be found on the [Zoning and Maps](#) page of the Village Website.

## Owner Approval

The owner of the property or an authorized representative must approve of each sign application. The owner or authorized representative may indicate their approval by either signing below or submitting a letter stating they approve of the sign permit application. Tenant approval does not suffice as owner approval.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

OFFICIAL USE ONLY		_____ <b>DIRECTOR APPROVAL</b>	
_____ <b>READY TO ISSUE</b>	_____ <b>PLANNING APPROVAL</b>	_____ <b>BUILDING APPROVAL</b>	
DATE _____	PERMIT # _____	ISSUED BY _____	CHECK # _____
Rev.9/20	REVIEW FEE: _____	PERMIT FEE: _____	TOTAL FEE: _____