

Village of New Lenox
Community Development
1 Veterans Parkway
New Lenox, IL 60451
815.462.6490
815.462.6469(fax)
www.newlenox.net

the Village of New Lenox

"Home of Proud Americans"



Special Event Sign Permit Application

PERMIT #: _____

APPLICANT INFORMATION

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE #: _____ FAX #: _____
EMAIL ADDRESS: _____

SITE/BUSINESS INFORMATION

PROPERTY ADDRESS: _____
PROPERTY INDEX NUMBER (P.I.N.): _____
BUSINESS NAME: _____
BUSINESS REGISTRATION #: _____
CONTACT NAME: _____
PHONE #: _____ FAX #: _____
EMAIL ADDRESS: _____

SIGN INFORMATION

DATES OF SPECIAL EVENT: BEGINNING ON: _____ ENDING ON: _____
(SPECIAL EVENT SIGNS ARE PERMITTED FOR A MAXIMUM OF 14 CALENDAR DAYS)

TYPE OF SIGN:

- _____ SANDWICH PANEL (ATTACH SITE PLAN SHOWING LOCATION AND SIZE OF PROPOSED PANEL)
_____ FREE STANDING SIGN (ATTACH SIGN DRAWING AND SITE PLAN SHOWING SIGN LOCATION)
_____ BANNER ATTACHED TO BUILDING (ATTACH DRAWING OF BANNER AND PROPOSED LOCATION)
_____ VERTICAL BANNERS (ATTACH SITE PLAN SHOWING LOCATION AND SIZE OF BANNERS)
_____ INFLATABLE BALLOON (ATTACH SITE PLAN SHOWING PROPOSED LOCATION AND SIZE OF BALLOON)
_____ PARKING LOT BANNERS (ATTACH DRAWING OF BANNER AND INDICATE NUMBER AND SIZE)

* PARKING LOT BANNERS ARE PERMITTED FOR **GRAND OPENING EVENTS ONLY**.

FREESTANDING SIGN OR BANNER:	SIZE: _____	(MAXIMUM 50 SQUARE FEET)
	HEIGHT: _____	(MAXIMUM HEIGHT 10 FEET)
BANNER ATTACHED TO BUILDING:	SIZE: _____	(MAXIMUM 50 SQUARE FEET)
	HEIGHT: _____	(MAXIMUM HEIGHT 10 FEET)
INFLATABLE BALLOON:	HEIGHT: _____	(MAXIMUM HEIGHT 25 FEET)
VERTICAL BANNER:	HEIGHT: _____	(MAXIMUM HEIGHT 15 FEET)

EACH BUSINESS IS PERMITTED FOUR (4) SPECIAL EVENTS PER CALENDAR YEAR. INDICATE DATES OF ANY PREVIOUS SPECIAL EVENTS THIS CALENDAR YEAR:

SPECIAL EVENT SIGN PERMIT FEES (\$50 PER EACH TYPE OF SIGN): _____

APPLICANT'S SIGNATURE: _____ DATE: _____

SPECIAL EVENT SIGN PERMIT GUIDELINES

SANDWICH PANEL SIGNS:

- SHALL NOT EXCEED 24 INCHES BY 42 INCHES IN SIZE PER SIGN PANEL
- SHALL BE PLACED ADJACENT TO THE BUILDING THAT IT SERVES
- SHALL NOT AFFECT INGRESS AND EGRESS
- SHALL NOT BE PERMITTED IN ANY RIGHT-OF-WAY, PUBLIC SIDEWALK, OR WITHIN ANY PARKING SPACE
- SHALL BE SECURELY ANCHORED TO THE GROUND

FREE STANDING SIGNS AND BANNERS:

- SHALL NOT EXCEED 50 SQUARE FEET IN AREA
- SHALL NOT EXCEED 10 FEET IN HEIGHT
- MAY BE ATTACHED TO THE BUILDING OR INSTALLED IN THE FRONT YARD SETBACK A MINIMUM OF 10 FEET FROM THE PROPERTY LINE
- SHALL NOT BE PERMITTED IN ANY RIGHT-OF-WAY, PUBLIC SIDEWALK, OR WITHIN ANY PARKING SPACE

VERTICAL BANNERS:

- SHALL NOT EXCEED 30 SQUARE FEET IN AREA
- SHALL NOT EXCEED 15 FEET IN HEIGHT
- MAXIMUM OF 3 BANNERS PERMITTED FOR EACH BUSINESS, EXCEPT MAXIMUM OF 1 BANNER FOR EACH INDIVIDUAL BUSINESS IN A SHOPPING CENTER
- SHALL BE LOCATED A MINIMUM OF 10 FEET FROM THE PROPERTY LINE
- SHALL NOT BE LOCATED IN ANY RIGHT-OF-WAY, ON A PUBLIC SIDEWALK, OR WITHIN ANY PARKING SPACE

INFLATABLE BALLOONS:

- SHALL NOT EXCEED 25 FEET IN HEIGHT
- SHALL BE GROUND MOUNTED AND PROPERLY SECURED
- SHALL BE LOCATED A MINIMUM OF 20 FEET FROM THE PROPERTY LINE
- SHALL NOT BE PERMITTED IN ANY RIGHT-OF-WAY, PUBLIC SIDEWALK, OR WITHIN ANY PARKING SPACE

GRAND OPENING PARKING LOT BANNERS:

- SHALL BE PERMITTED ONLY ON PRIVATE PARKING LOT LIGHTING STANDARDS
- TWO (2) BANNERS SHALL BE PERMITTED PER PARKING LOT STANDARD