



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

Gary Grasso
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Administrator

Dear Petitioner:

Attached is a description of the procedures and the required forms relative to a request for a sign variation or conditional sign approval. The Village of Burr Ridge Community Development Department has prepared these documents to allow you to proceed through the Village's sign review process with the least amount of procedural difficulties. These documents are intended for your review but do not replace the need to consult with the Community Development staff throughout the sign review process.

If you have any questions regarding your request or regarding the sign review process, please contact the following Community Development staff during regular Village Hall hours;

Village of Burr Ridge
Monday through Friday
8 A.M. to 5 P.M.

Community Development Director
J. Douglas Pollock, AICP
(630) 654-8181, ext. 3000
dpollock@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the process. A copy of the Village's Sign Ordinance and more information about the Community Development Department is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.

Sincerely,

J. Douglas Pollock, AICP
Community Development Director

Attachments



VILLAGE OF BURR RIDGE PLAN COMMISSION

PROCEDURES FOR SIGN VARIATIONS AND CONDITIONAL SIGN APPROVAL

The Village of Burr Ridge Plan Commission is responsible for reviewing and making recommendations to the Board of Trustees regarding sign variations and conditional sign approvals. The Plan Commission typically meets the first and third Mondays of each month. The procedures for review of sign variations and conditional sign requests are as follows:

- 1. Pre-Application Review - Three Weeks Prior to Meeting:** At least three weeks prior to the Plan Commission's consideration of a sign variation or conditional sign, the proposed sign elevations and a survey or plan indicating sign locations must be submitted to the Community Development Department for pre-application review.
- 2. Submittal of Request - Two Weeks Prior to Meeting:** A sign variation or conditional sign approval application, a \$200 sign fee, 25 copies of a Plat of Survey, 25 copies of the sign elevations, and other appropriate supporting information must be received by the Community Development Department at least two weeks prior to the Plan Commission meeting. The Plan Commission meets on the first and third Mondays of each month. All oversized plans must be folded, collated, and accompanied by a reduced copy.
- 3. Staff Summary:** Approximately 3 to 5 days prior to the public meeting, a staff summary and report will be published. The summary will be provided to the Plan Commission and to the applicant. At the Plan Commission meeting, the applicant should be prepared to discuss the issues described in the staff summary.
- 4. Plan Commission Consideration:** At a regularly scheduled meeting, the Plan Commission will consider the request. The Plan Commission's recommendation is based upon compliance with standards established by the Sign Ordinance (see attached Findings of Fact – please complete Findings for a sign variation and/or conditional sign approval as may be appropriate to your request – check with Village staff if you are not sure).
- 5. Board of Trustees Final Decision:** The Plan Commission's recommendation will be scheduled for final consideration by the Board of Trustees at the next regularly scheduled Board meeting (usually one week after the Plan Commission meeting). The Board of Trustees has sole authority to grant or deny a sign variation or a conditional sign.
- 6. Proceedings After Approval:** Upon approval of a sign variation or conditional sign, any authorized representative of the property owner may submit an application for a sign permit consistent with the Board of Trustees approval. If the Board denies the request, no further action is needed.



VILLAGE OF BURR RIDGE

APPLICATION FOR SIGN VARIATION OR CONDITIONAL SIGN APPROVAL

ADDRESS OF PROPERTY: _____ PIN # _____

GENERAL INFORMATION

APPLICANT: _____

(All Correspondence will be directed to the Applicant)

APPLICANT'S ADDRESS: _____ PHONE: _____

EMAIL: _____

FAX: _____

PROPERTY OWNER: _____ STATUS OF PETITIONER: _____

OWNER'S ADDRESS: _____ PHONE: _____

PROPERTY INFORMATION

SITE AREA: _____ EXISTING ZONING: _____

EXISTING USE/IMPROVEMENTS: _____

SUBDIVISION: _____

A CURRENT PLAT OF SURVEY WITH LEGAL DESCRIPTION MUST BE ATTACHED

DESCRIPTION OF REQUEST

DESCRIBE ALL EXISTING AND PROPOSED SIGNS. PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED VARIATION(S) OR CONDITIONAL SIGN(S) INCLUDING REFERENCE TO THE APPROPRIATE ORDINANCE SECTION(S):

Attach Extra Pages If Necessary

The above information and the attached plans and elevations are true and accurate to the best of my knowledge. I acknowledge that I will be held responsible for any costs made necessary by an error in this application.

Signature of Owner or Authorized Agent

Date Application is Filed

