



VILLAGE OF BURR RIDGE PROCEDURES FOR A SIGN PERMIT

The Village of Burr Ridge Sign Ordinance regulates all signs in the Village. Although certain types of signs are exempt from obtaining a permit, all signs are subject to the regulations contained in the Sign Ordinance. Directional signs, real estate signs, and retail window signs are examples of signs regulated by the Sign Ordinance but that do not require a sign permit. All principal identification signs (signs that are intended to announce the principal activity conducted on a property) are also subject to the regulations of the Sign Ordinance AND also require issuance of a sign permit before erection of the sign.

The following is required with a permit application for a sign:

- **Sign Permit Application;** The permit application must be completed and submitted to the Village. The property owner, contractor or other representative of the business may be the permit applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.
- **Plan Exam Fee;** A \$75 plan exam fee is due at the time of application.
- **Required Plans;** In addition to the application and exam fee, all permit applications must be accompanied by the following information:
 - One copy of a Plat of Survey of the property;
 - For ground mounted signs, three (3) copies of a site plan (or marked Survey) indicating the location of existing and proposed ground mounted signs and distance from the property lines.
 - For signs mounted on a building, three (3) copies of building elevations indicating the location of existing and proposed building wall signs.
 - Three (3) copies of a sign plan with specifications indicating method of construction, sign colors and materials, type of structural support, type and method of illumination, and lighting intensity (foot candles measure one foot from the sign face).

Plans must be drawn to scale and provide all dimensions of the sign structure and sign text.

At the time of permit issuance, the applicant is responsible for the following:

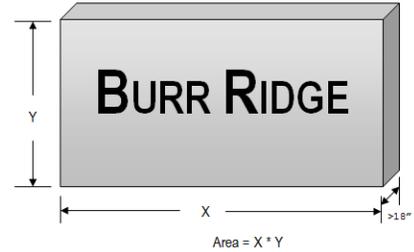
1. A sign permit fee of \$1.25 per square foot of the sign(s) with a minimum fee of \$75.
2. If there are any deviations from the approved plans, the applicant must contact Village staff to review and approve changes before construction of the sign. Construction of a sign without a permit or not conforming to an approved permit is subject to a \$200 stop work order and a penalty fee equal to 150% of the permit fee.
3. Applicant must complete the sign construction and call for a final inspection within six (6) months of the date the permit is issued or the permit may be deemed null and void.

Regulations for Signs

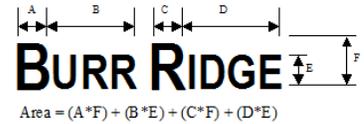
Village of Burr Ridge Sign Ordinance

Section 55.03; Measurement of Sign Area: All signs shall be measured as per the following guidelines;

Area of Ground Signs and Box Signs: Ground signs and wall signs that are contained in a box or other uni-body structure shall be measured by multiplying the horizontal dimension by the vertical dimension. Only one plane of a two-sided ground sign shall be measured for purposes of determining the area of the sign unless the distance between the two sides exceeds 18 inches. Under no circumstances may the third plane (the edge of the sign) contain sign text or characters without all faces of the sign being counted toward the total sign area. In the case of a V-shaped sign structure or a sign structure wherein the two planes are more than 18 inches apart, both planes of the sign structure are included in the sign area. The structure upon which a ground mounted sign is erected must be counted toward the total area of the sign.



Measurement of Wall Signs with Individual Letters: Wall signs made from individual letters (sometimes referred to as channel letters) shall be calculated by measuring the area within a single, continuous perimeter composed of any straight-line geometric figure consisting of right angles and that encloses the extreme limits of the sign characters.



Sections 55.33; Signs with more than three colors require conditional sign review by the Plan Commission approval by the Board of Trustees. The three colors include the sign text, graphics, and sign structure.

Retail signs in the Burr Ridge Village Center and in County Line Square are subject to additional regulations as per the Burr Ridge Village Center PUD Ordinance and the County Line Square Sign Variaton Ordinance.

Sec. 55.31 - Internally Illuminated Signs Internally illuminated signs shall be allowed subject to the type and manner of illumination being specifically restricted by the following:

- In no case shall the method of illumination be visible to view.
- In no case shall the lighting intensity exceed the limit of 70 foot candles measured with a standard light meter perpendicular to the face of the sign at a distance equal to the narrowest dimension of the sign, whether it be the height or the width.
- In no case shall the area of the sign exceed 75 square feet.

Sec. 55.32 - Externally Illuminated Signs; Externally illuminated signs shall be allowed subject to the type and manner of illumination being specifically restricted by the following:

- Lighting shall be uniformly distributed over the area of the sign or portion thereof and not extend beyond the edges of the sign except that lighting for back-lit signs may extend beyond the edges of the sign text but not beyond the edges of the sign structure or building wall upon which the sign is located.
- The lighting shall not shine into dwellings or create a traffic hazard.
- The light reflectance when measured perpendicular one foot from the surface of the sign shall not exceed 50 foot candles at its brightest area when measured with a standard light meter.
- Goose neck reflectors and lights shall not be permitted.
- Illumination shall be what is known as white and not colored light and shall not be blinking, fluctuating or moving.
- Light rays shall shine only upon the sign or upon the property within the premises and shall not spill over the property lines in any direction.

The Village of Burr Ridge Sign Ordinance categorizes sign regulations based on the zoning district of the property. Please check the zoning of the property and then refer to the Sign Ordinance for specific regulations regarding the number, size, and location of signs.



VILLAGE OF BURR RIDGE

APPLICATION FOR SIGN PERMIT

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

Wall Mounted Identification Sign(s)
 Ground Mounted Identification Sign(s)
 Other Sign(s)

Please also specify type of lighting, if any:

Internally Illuminated
 Externally Illuminated
 Non-Illuminated

Description:

\$75 Plan Exam Fee Due at Time of Application
 Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:	PIN #
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All permit applications must be accompanied by a Plat of Survey and 3 sets of plans for all proposed improvements.

Permit Applicant:	
Applicant's Address:	Business Phone:
	Cell Phone:
	FAX:
	Email:

The permit applicant may be the sign contractor, tenant, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

Sign Contractor: Address:	Email:
	Phone:
Tenant: Address:	Email:
	Phone:
Property Owner: Address:	Email:
	Phone:

Please allow **14 business days for the first plan review and 10 for each subsequent review**. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant	Date of Submittal
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