

Temporary Signage Application

In accordance with Section 10-10-8 of the Morton Grove Municipal Code, the Village Administrator must be notified of and authorize temporary exterior signs and displays on private property prior to installation. Temporary signs and displays include temporary wall signs, banners, freestanding signs, and exterior promotional displays such as inflatable items, promotional flags, feather signs, and similar outdoor decorations. Window signs and screening are exempt from noticing requirements.

A separate application must be submitted to commdev@mortongroveil.org or the Building Department (6101 Capulina Ave.) for each sign to be installed. A Temporary Sign Authorization sticker will be issued upon the approval of a temporary sign and must be affixed to the sign for the duration of installation. The sticker must be visible from the nearest public right of way.

*Temporary Sign
Authorization Sticker*



A rectangular sticker template with a thin border. At the top, it says 'Village of Morton Grove' and 'Temporary Sign Authorization'. Below this are three horizontal lines for 'Authorization No.', 'Address', and 'Removal Date'. At the bottom is the Morton Grove logo and 'OFFICE OF THE VILLAGE ADMINISTRATOR'.

Sign Location Address		Business/Org. Name			
Property Owner Name		Applicant Name			
Property Owner Email		Applicant Email			
Property Owner Phone		Applicant Phone			
Sign Type	☐ Wall Sign - Hard☐ Freestanding Sign ☐ Wall Sign - Banner☐ Flag ☐ Feather Sign☐ Inflatable Item ☐ Other: _____		Date of Installation		
			Date of Removal		
			Sign Material		
Sign Length		Overall Height		Sign Fabricator	
Sign Width		Sign Area			

Submittal Checklist

- ☐ Site plan or photograph identifying where the sign will be located on private property
- ☐ Drawing or photograph of the proposed sign, including dimensions (length, width, and overall height)

I have read the Municipal Code sections addressing temporary signage within the Village of Morton Grove and fully understand the requirements, assumption of risk, waiver, and release of all claims. I understand that failure to comply with provisions of the Municipal Code is punishable by fine for each day that the violation exists. Any misrepresentation or inaccuracy of facts contained on this form will result in this notification being declared null and void, and will require immediate removal of the signage at the expense of the owner or applicant. The applicant and property owner's signatures below indicate the information presented in this application and on any accompanying documents is true and correct.

Property Owner
Signature

Applicant Signature

FOR VILLAGE USE ONLY

Authorization No.

Signature

Required Removal Date

Date

Temporary Signage Dimension & Location Requirements

Sign Type	Maximum Area/Height	Maximum Quantity	Permitted Location	Maximum Duration of Installation	Sign Type Example
Window Signs & Window Screening (Solid Color)	Window Signs: 25% of window area per frontage Window Signs & Screening Combined: 50% of window area per frontage (25% for public entrance doors)	N/A	All properties	No maximum Does not require Village notice or authorization	
Temporary Wall Signs	32 square feet of wall sign area per property	1 per frontage	Nonresidential properties only	30 consecutive days, 60 days in a calendar year	
Temporary Promotional Displays	Feather Signs: Maximum 12 feet height	1 feather sign per property	All properties	15 consecutive days, 30 days in a calendar year	
Portable signs	6 square feet of sign area (per face), maximum 4 feet height	1	C-1, C-2, and C/R Districts only	During open business hours only	
Freestanding Signs	32 square feet of sign area per property, maximum 6 feet height	1 per street frontage	Nonresidential properties only	60 days in a calendar year	

Select Temporary Signage Regulations (10-10)

10-10-6:C. Maintenance: The property owner and the owner of a sign shall be jointly and severally liable for the maintenance of the sign in good working order and repair, including replacing all burned out lighting elements, maintaining the sign in a neat, safe and attractive condition and in a condition appropriate to the intended use, replacing or repairing any part or portion of a damaged sign or a sign faded or altered by ordinary wear, tear or damage.

10-10-4:M Window Signs and Window Screenings:

- Window signs may occupy no more than twenty-five percent (25%) of the total window area per frontage.
- LED or neon style interior window signs shall be included in the limitations set forth in Section 10-10-7: H.1. However, no more than ten percent (10%) of total window area per frontage may be occupied by neon window signs.
- Window screenings and window signs combined may occupy no more than fifty percent (50%) of the total window area per frontage, except that window screening coverage may be increased by written authorization of the Village Administrator.
- Window screenings and window signs shall not obscure more than twenty-five percent (25%) of the window area of any public entrance door.

10-10-5 Prohibited Signs: The following types of signs and attention getting devices identified in this section are prohibited unless specifically authorized elsewhere in this chapter:

- Action signs or signs which incorporate physical movement, except for electronic message signs in conformance with Section 10-10-7.
- Off premises, billboard or outdoor advertising including any sign which does not identify or directly relate to a business or establishment located on the premises, except for special event signs authorized by the Village Administrator.
- Pole signs, other than existing nonconforming signs.
- Roof signs, except for temporary displays approved by the Village Administrator.
- Signs that are painted directly on any part of a building or fence.
- Signs which contain words, statements or pictures of obscene, indecent or immoral characters and/or are injurious to the surrounding area property values.
- Trailer mounted signs and any sign on a motor vehicle which is not used for daily operations or during the regular course of business, or is not licensed, insured, or operational.
- Projecting signs larger than eight (8) square feet unless approved through the appearance commission's design review process.
- Signs which by color, location, or design resemble or conflict with traffic controls.
- Signs posted on trees, or utility poles.
- Any sign which is a traffic hazard or a hazard to safety or health including signs which are of inadequate design, construction, repair or maintenance.
- Series lighting or neon tubing visible from a public right of way used to accentuate or trim windows, architectural features, or to outline borders of windows, signs, or buildings.
- Box signs, except that existing nonconforming signs in good condition may be refaced with a sign permit.
- Any sign not expressly permitted by this chapter unless approved through the Appearance Commission's design review process.

10-10-8 Temporary Signs and Displays:

- No permit is required for temporary exterior signs and displays listed in subsections B through F of this section. However, temporary exterior signs and displays must be approved in writing by the Village Administrator prior to installation and must conform to the requirements herein.
- Temporary Wall Signs:
 - One (1) temporary wall sign shall be allowed for each frontage of a nonresidential property.
 - The total area of temporary wall signs on a nonresidential property shall not exceed thirty-two (32) square feet.
 - Temporary wall signs shall be installed on an exterior building wall or other stable structure with an approved anchorage. No temporary wall sign shall cover wholly or partially any window or wall opening or project beyond the ends or top of the building or wall to which it is attached.
 - A temporary wall sign may be displayed for no more than thirty (30) consecutive days. No tenant space may display temporary wall signs for more than sixty (60) days in any calendar year.
 - Temporary wall signs shall be professionally made. Unsecured, discolored, torn, or damaged signs shall be removed immediately.
- Temporary Freestanding Signs:
 - For each street frontage of a nonresidential property, the Village Administrator may authorize one (1) temporary freestanding exterior sign up to thirty-two (32) square feet in area and six feet (6') in height, including any support structures.
 - A temporary freestanding sign may be displayed for no more than sixty (60) days in any calendar year.
 - A temporary freestanding sign shall be made of a rigid material or shall be applied to a rigid surface and shall meet the minimum setback requirements of Section 10-10-7:G.6.
- Temporary Promotional Displays:
 - Temporary exterior promotional displays such as inflatable items, promotional flags, feather signs, and similar outdoor decorations may be displayed for a period not to exceed fifteen (15) consecutive days. No property may display temporary exterior promotional displays for more than thirty (30) days in any calendar year.
 - Feather signs may not exceed twelve (12) feet in height and are limited to a maximum of one (1) per nonresidential property at any given time.
- Portable Signs: One (1) portable sign such as a sandwich board sign not exceeding four feet (4') in height and six (6) square feet per sign face shall be allowed for each frontage of a tenant space in the C-1, C-2, and C/R districts. Such signs shall only be displayed during the hours that the tenant space is open for business. Such signs shall be free of dents and other damage, shall be maintained in like new appearance, shall be weighted, or anchored to not tip over, and shall not impede pedestrian circulation or traffic flow.

4-6D-14:D Video Gaming Signage: No licensed premise shall have more than one lighted and one unlighted exterior sign or interior sign visible from the exterior of the premise that advertises the presence of video gaming. Such total signage may not exceed 10 square feet.

All signage regulations (Chapter 10-10) are available at www.mortongroveil.org.