



Village of Morton Grove
 Department of Buildings
 6101 Capulina, Morton Grove, IL 60053
 Phone: 847/ 470-5214 Fax: 847/ 663-6185

SIGN APPLICATION

All information below must be filled in prior to submission (Please Print):

Date Filed: ____/____/____ Tax Index #: ____ - ____ - ____ - ____ - ____

Project Address: _____ Unit # _____

Project Description: _____ Construction Value: \$ _____

Office Use Only

Permit #: _____

Date Issued: _____

Property Owner:	Contractor:
Address: : No P.O. Box	Address: No P.O. Box
City / State / Zip Code:	City / State / Zip Code:
Phone #: Email:	Phone #: Email: License No
Name of Business:	Electrical Contractor:
Contact Name:	
Address: : No P.O. Box	Address: No P.O. Box
City / State / Zip Code:	City / State / Zip Code:
Phone #: Email:	Phone #: Fax #: License No

Requirements:

Required Submissions - This application must be accompanied by the following:

- Construction Plans (3 sets)

Required Inspections - When this permit is approved, the following inspections will be made.
 The applicant is required to request these inspections at least (24) twenty-four hours in advance, and them
 Authorized agent must be present.

- Final – Electrical/Sign Finalize Sign

Required Fees

When this permit is granted, the following fees must be paid. The amount of the fees will be calculated based on the
 Plans submitted.

Sign..... \$ _____

STRUCTURAL CHARACTERISTICS

(Fill in
Appropriate Column
Each Sign)

Freestanding	Wall		Mansard	Canopy	Awning	Other
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Length of street frontage (unit of multi-tenant)

RECORD MEASUREMENTS IN TENTHS (Feet) (Example: 4.2 Feet)

Height							
Width							
Area (Sq. Ft.)							
Overall Height (From finished grade)							
Electric – provide one-line drawing							

ILLUMINATION:

NEON _____ FLUORESCENT _____ INCANDESCENT _____ LED _____
TOTAL CANDLE POWER OUTPUT (DIVIDE TOTAL LUMENS BY 12.57 TO OBTAIN TOTAL CANDLEPOWER AT THE SOURCE/SIGN) _____

NOTE: ALL HOLES IN BUILDING WALLS MUST BE PATCHED AND PAINTED PRIOR TO ANY NEW OR REPLACEMENT SIGNS BEING INSTALLED.

The undersigned hereby makes application for a permit to erect a building / structure, etc. In the Village of Morton Grove and in accordance with the ordinances of the Village of Morton Grove and in accordance with the plans and specifications herewith submitted and filed in consideration of the issuance of this permit, and other good and valuable considerations the receipt of which is hereby acknowledged, we/I do hereby agree and covenant to forever hold harmless the Village of Morton Grove, Its agents and employees, and to save them from all costs, claims, suits, demands, and actions arising from or through or because of or in any way connected with any work performed or being done in the excavation, construction, building, or finishing of the premises for which this permit is issued.

Date: ___ / ___ / ___ Contractor: _____

Date: ___ / ___ / ___ Property Owner: _____

Date: ___ / ___ / ___ Building Commissioner: _____

Morton Grove Business & Property Owners:

January 4, 2024

On December 12, 2023, the Village Board of Trustees adopted Ordinance 23-30 amending Chapter 10-10, "Sign Regulations," of the Morton Grove Municipal Code to improve the regulation of certain types of signage in the Village and enhance the appearance of the Village's commercial and industrial corridors. The following is a summary of notable signage regulation changes that may affect your business's current display of signage:

Signage Type	Signage Regulation Changes
Window Signs & Screening Sec. 10-10-4	- Window signs and screening do not require Village authorization but must comply with Chapter 10-10. - Window signs include signage or within 3 feet of a window and any vinyl (or similar) window covering of any transparency with graphics. Window screening includes vinyl (or similar) window coverings of a single solid color of any transparency. - Window signs may occupy no more than 25% of window area per building frontage. - LED or neon window signs may occupy no more than 10% of window area (and are included in the 25% maximum). - Window signs and window screening combined may not occupy more than 50% of window area per building frontage (or 25% of the window area of any public entrance door).
Series (Rope) Lighting Sec. 10-10-5	Series lighting and 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 are prohibited. All existing installations must be removed.
All Temporary Signs Sec. 10-10-8	- All temporary signs (except window signs and screening) require Village authorization prior to installation. - A Temporary Sign Authorization sticker must be displayed on each temporary sign. A sticker will be issued upon submittal and approval of a Temporary Signage Application (enclosed).
Temporary Wall Signs Sec. 10-10-8	One (1) temporary wall sign is allowed for each building frontage, subject to restrictions. - Total temporary wall sign area may not exceed 32 sq. ft. per nonresidential property. - A temporary wall sign may be displayed for no more than 30 consecutive days and 60 days in any calendar year.
Temporary Freestanding Signs Sec. 10-10-8	One (1) temporary freestanding sign may be authorized per street frontage of a nonresidential property. - A temporary freestanding sign may be displayed for no more than 60 days in any calendar year.
Temporary Displays Sec. 10-10-8	Promotional displays such as inflatable items, promotional flags, feather signs, and similar outdoor decorations may be displayed for no more than 15 consecutive days and no more than 30 days in any calendar year.

The Village is providing businesses and nonresidential property owners until **February 1, 2024**, to comply with the above regulation changes. At that time, notices of violation and citations may be issued for noncompliance. If you are unsure of whether your signage is compliant, please contact staff at **847-663-3062** or commdev@mortongroveil.org to request assistance as soon as possible.

Businesses/Properties in Commercial Zoning Districts: On November 28, 2023, the Village Board adopted Ordinance 23-23 amending Chapter 12-12, "Design Standards," of the Municipal Code to require administrative review of changes to the exterior color of buildings located in a commercial zoning district. If the proposed color change is deemed by staff to be incompatible with the surrounding neighborhood, Appearance Commission review will be required. The requirement to notify the Village and obtain authorization of exterior building color changes is effective immediately. Prior to any change of building color, a commercial property owner must submit a **Commercial Design Workbook** (available at www.mortongroveil.org) to the Building Department at 6101 Capulina Avenue. Staff will provide notice of color change approval or the requirement for Appearance Commission review.

Please contact staff at **847-663-3062** or commdev@mortongroveil.org with any questions relating to this letter or the regulation changes.