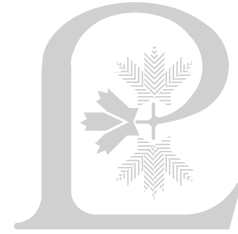


VILLAGE OF LINCOLNSHIRE

SIGNS

Supplemental Information Packet



(Place Date Stamp Here)

The Lincolnshire Sign Control requires that applications for any new sign, regardless of full compliance with all regulations of the Sign Control, must be reviewed by the Architectural Review Board prior to being approved or denied by the Village Board. Minor changes/alterations to an existing sign may be reviewed by the Department of Community Development Staff for the issuance of Sign Permit without the aforementioned review process, depending on the changes proposed. Before a Sign Permit is submitted to the Village, you are encouraged to contact the Planning Staff at 847-883-8600 to determine the necessary process.

1. PRELIMINARY STAFF REVIEW

If it has been determined that an application for a new sign or modifications to existing sign(s) requires review by the Architectural Review Board and final decision by the Village Board, preliminary sign plans illustrating the new sign(s) shall be submitted to the Department of Community Development for preliminary Staff review to determine compliance and if all required documentation has been provided. Additional quantities and review of the submitted materials may be required, as requested by the Department Staff.

2. ARCHITECTURAL REVIEW BOARD & PRESENTATION PACKET

Once the sign plans have been reviewed and docketed on a regularly scheduled agenda of the Architectural Review Board (third Tuesday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. ***The packet sets must be bound together into a formal presentation packet for Staff distribution to the members of the Board. The presentation packet size must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

- Site Plan (including but not limited to)**
 - Must be drawn to scale (i.e., 1"=20', 1"=30', 1"=40', etc.) and noted on the plans and should indicate the location of all existing buildings, parking and loading areas.
 - Indicate the proposed location and setback measurement (from the nearest pavement edge) for each sign on the site plan.
- Sign Plan(s)** – Regulations pertaining to signage can be found in Title 12: *Sign Control* of the Lincolnshire Village Code.
 - Provide full color and fully dimensioned sign plan elevations (front and side view) of each sign, which shall also indicate materials, colors, sign area, and type of illumination.
 - A structural detail/plan is required for new ground signs.
 - A landscape plan is required for all ground signs, in compliance with Section 12-8-1-E of the Lincolnshire Sign Control. All easements and adjacent utility structures in proximity to the ground sign(s) must also be shown on the plan.
 - Provide manufacturer's catalogue cut sheets of all lighting fixtures, if proposed.
- Material Samples**

Samples of the proposed sign materials and colors must be submitted to Planning Project Manager along with the ARB presentation packets to be retained by the Village. If there are multiple material samples, it is recommended that such be displayed on presentation board(s). All samples will be returned to the Applicant upon the final field inspection of the sign(s) following their construction.

ARB PRESENTATION PACKET (CONTINUED)

Standards for Sign Variation

If it has been determined that a sign proposal requires the granting of variations from Title 12 – Sign Control of the Lincolnshire Village Code, detailed written evidence to support the Standards for Sign Variation (below) must be submitted for which the Architectural Review Board must consider at a Public Hearing. The ARB must find that each one of the Standards have been or will be satisfied based on the evidence presented by the Applicant at the Public Hearing in order to recommend approval to the Village Board.

The following Variation Standards must be provided along with the written responses

1. *The Applicant's plans are substantially consistent with the design criteria of Title 12 of the Lincolnshire Village Code.*
2. *The proposed exterior design features of the sign are suitable and compatible with the character of neighboring buildings and structures existing or under construction and with the character of the neighborhood and the applicable zoning district, and enhance the environment of the Village.*
3. *The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.*
4. *The exterior design features of the sign will not cause a substantial depreciation in the property values in the neighborhood.*
5. *The alleged difficulty or hardship is caused by Title 12 of the Lincolnshire Village Code and has not been created by any persons presently having an interest in the property.*
6. *The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification.*

Public Hearing Notification: Prior to the scheduling of a Public Hearing with the ARB, the Applicant will be required to send written notice to all owners of record for all lots within 250 feet of the subject parcel for which the variation is being sought. The Planning Staff will provide the Applicant with the written notices to be mailed. The Applicant is responsible for sending such notices by certified or registered mail, with return receipt requested, no more than thirty (30) calendar days nor less than fifteen (15) calendar days in advance of the Public Hearing. The Applicant shall file a sworn affidavit (see Appendix A of the Application for Village Board Consideration), verifying mailing, with the Planning Project Manager no less than four (4) business days in advance of the Public Hearing.

Information on all persons to whom the current real estate tax bills are sent, mailing address, property address, and Permanent Index Number (PIN) for all properties within 250 feet of the subject parcel(s) is available at the Vernon Township Assessor's Office, 3050 Main Street, Buffalo Grove, Illinois, (847) 634-4602.

3. VILLAGE BOARD PRESENTATION PACKET

Upon receiving a recommendation from the ARB, the recommendation and sign plans will be forwarded to the Village Board of Trustees for their final review and decision; two separate meetings, 1) Committee of the Whole and 2) Village Board.

- Twenty-two (22) copies** of all the documents recommended by the ARB must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. **Again, the plan sets must be bound together into a formal presentation packet. The presentation packet size must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.**

ADDITIONAL INFORMATION

- ▶ Depending on the scope of a sign proposal, it is recommended that full-size presentation boards or a computer slide show presentation be used to present to the Architectural Review Board. If a computer presentation format is desired, please contact the assigned Planning Project Manager prior to the scheduled meeting for arrangements.
- ▶ On occasion, a petition considered at a Public Meeting with the Architectural Review Board (ARB) may be continued to their next regularly scheduled meeting if further design review and/or revisions are requested. If more than one ARB meeting is required, **twenty-two (22) copies** of the abovementioned documents, along with the requested revisions, must be submitted a minimum of **eight (8) days** prior to the scheduled meeting.