

	<i>Village of Carol Stream</i> 500 N. Gary Avenue, Carol Stream, Illinois 60188		
	<b>Phone:</b> (630) 871-6230	<b>Fax:</b> (630) 665-1064	<b>Website:</b> www. carolstream.org

## Permit Submittal Checklist and Process Temporary Signs Requiring a Permit

### **Note to applicants:**

This handout is intended to assist applicants through the permit processes for temporary signs requiring permits. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays. For more information on temporary signs, review Section 16-6-6 of the Unified Development Ordinance.

### **Items needed for a complete permit application:**

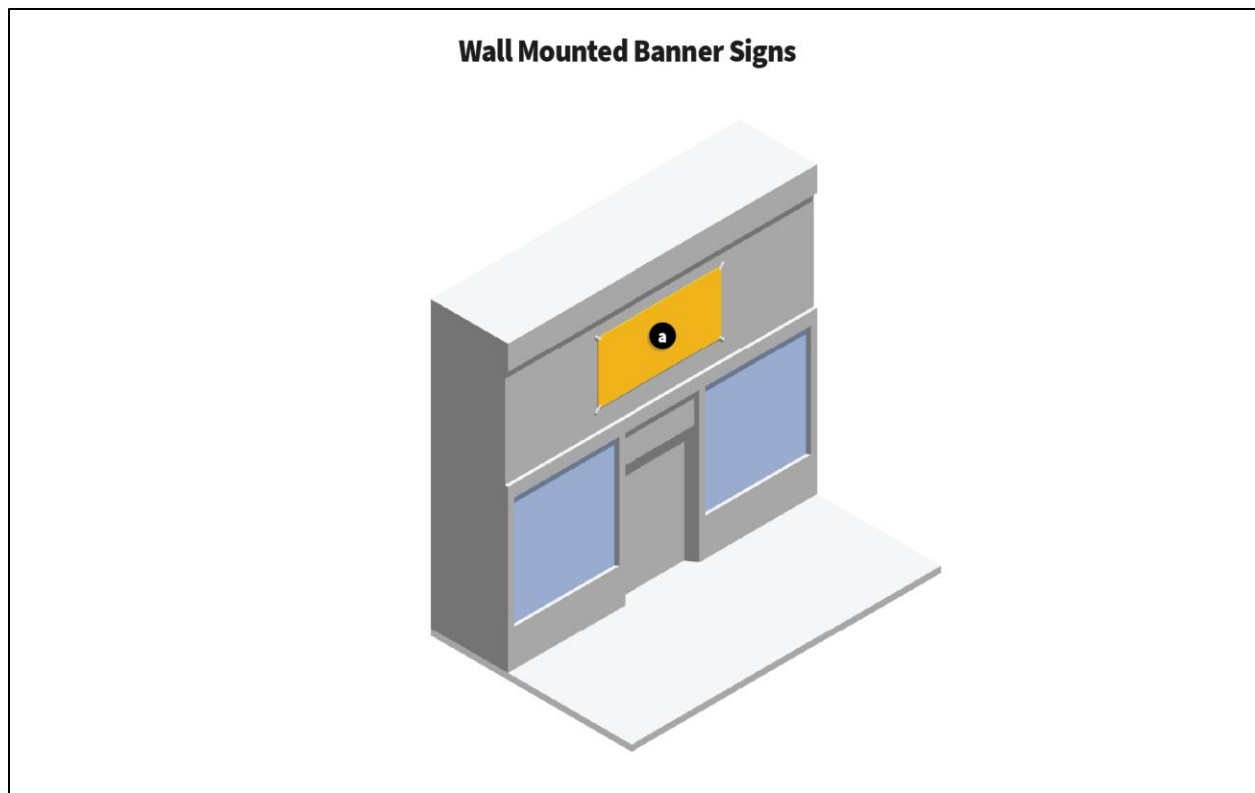
- A completed Commercial Permit Application.
- A completed Sign Permit Data Sheet with information regarding the proposed sign(s).
- Two copies of a drawing of the proposed signage items, including exact dimensions and proposed text.
- If ground mounted, please provide a site plan showing the location on the property where the signage will be installed. If wall mounted, please provide a building elevation or photo mockup showing the location on the building where the signage will be installed.
- The sign permit fee of \$90, plus \$10 per each type of signage item used, payable when the permit application is submitted.

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**Helpful tips – Wall Mounted Banner Signs:**

- The maximum permitted sign area of a wall mounted banner sign in the B-1, B-2, B-3, O-S, and I Districts shall not exceed five (5) percent of the total area of the wall face on which the sign shall be located or two-hundred (200) square feet, whichever is less. The maximum permitted sign area of a banner sign in the R-1, R-2, R-3, and R-4 Districts shall not exceed two and a half (2.5) percent of the total area of the wall face on which the sign shall be located (*a*).
- No wall mounted banner sign shall protrude above the highest roofline or above the top of the parapet wall or mansard roof.
- Only one wall mounted banner sign shall be permitted per building frontage along a public right-of-way or unit of a building along a public right-of-way.
- Wall mounted banner signs shall be attached to a building, and shall be affixed flat against the building to which they are mounted.

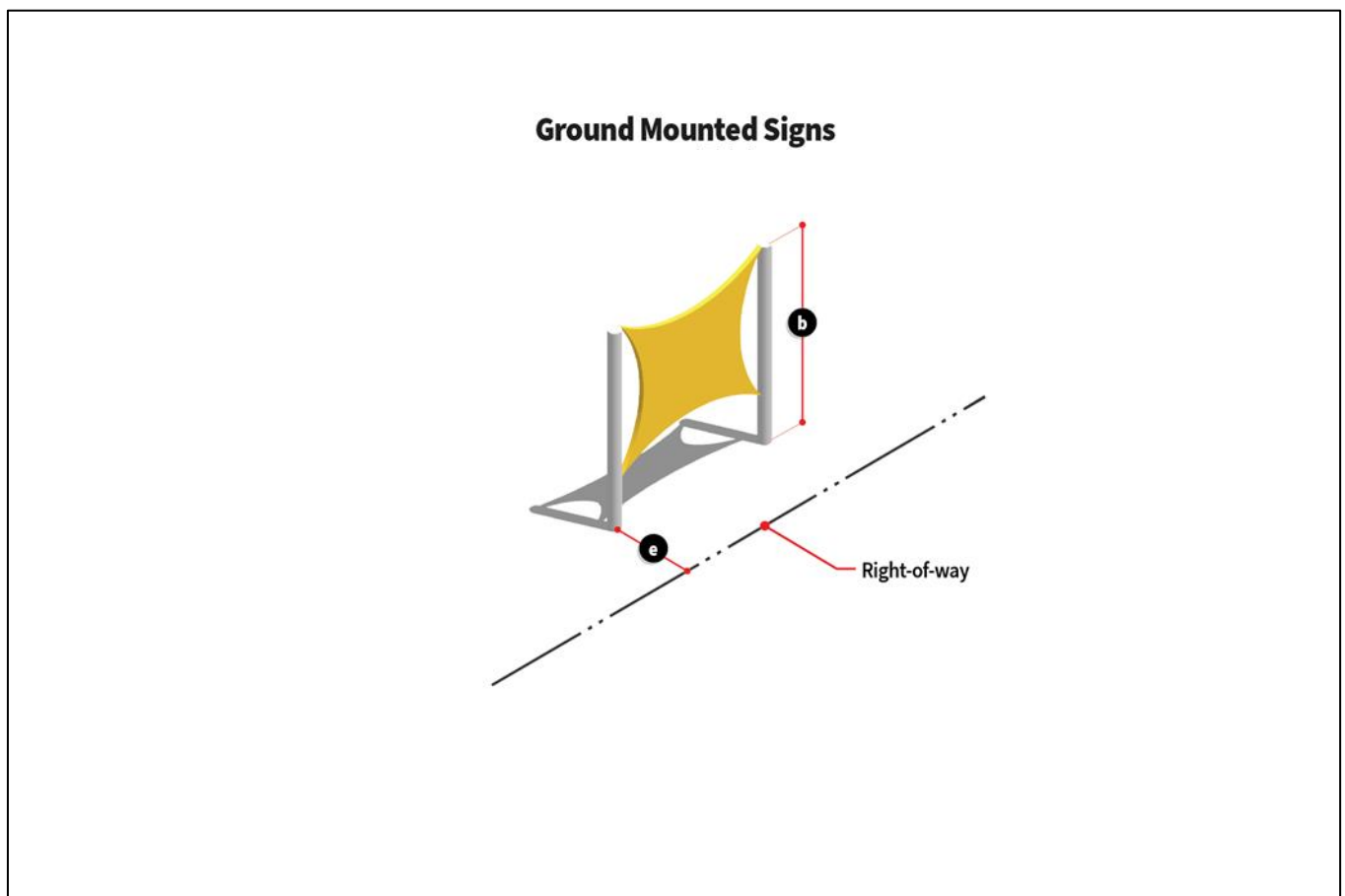


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**Helpful tips – Ground Mounted Signs:**

- The maximum permitted sign area of a ground mounted sign shall not exceed sixty (60) square feet (a), and the maximum permitted height shall be six (6) feet (b).
- Only one ground mounted sign shall be permitted per building frontage along a public right-of-way or unit of a building along a public right-of-way.
- Ground mounted signs shall be maintained in good condition and shall not sag, lie on the ground, or be torn.
- No part of a ground mounted sign shall be located within any required landscape area, and it shall be securely anchored into the ground or secured in a portable base designed for such function.

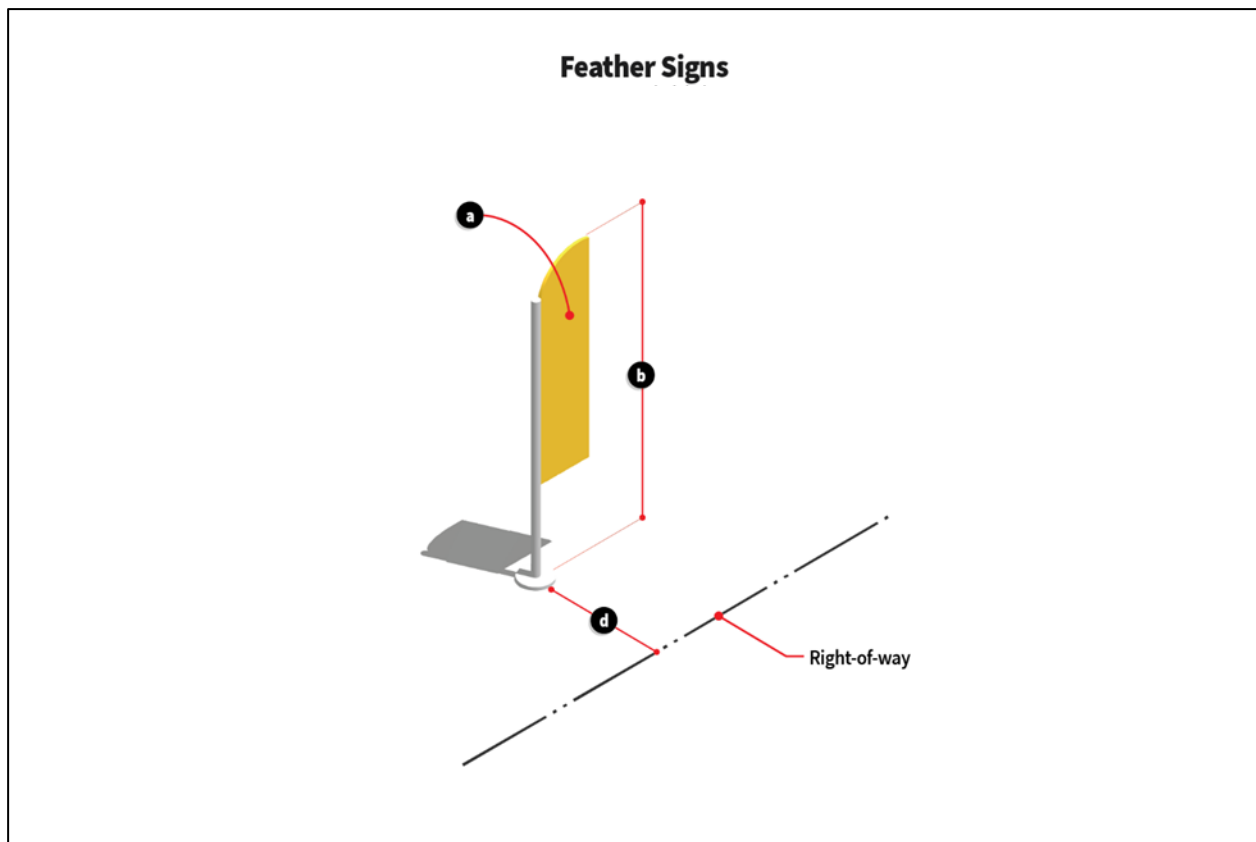


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**Helpful tips – Feather Signs:**

- The maximum area of a feather sign shall be twenty (20) square feet (*a*), and the maximum height shall be twelve (12) feet (*b*).
- Only one (1) feather sign shall be permitted per building frontage along a public right-of-way or unit of a building along a public right-of-way.
- No part of a feather sign shall be located within any required landscape area (*d*), and it shall be securely anchored into the ground or secured in a portable base designed for such function.



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**General Information for All Temporary Signs Requiring Permits:**

- Banners must be securely attached to the building or to posts. Banners may not be attached to ground signs, utility poles, traffic control signs, trees or vehicles. Banners affixed to posts must also comply with the following regulations:
  - ✓ The posts must be set back at least five feet from all property lines;
  - ✓ The posts may not be installed within the 25-foot sight distance triangle;
  - ✓ Before installation of the posts, the applicant must arrange to have JULIE (Joint Utility Locating Information for Excavators) mark the location of buried utilities on the property. JULIE can be reached by dialing 811 or 800-892-0123;
  - ✓ Banners must be maintained in good condition, must not hang loosely, must maintain 18 inches of clearance above the ground, and must remain securely affixed to the posts for the duration of the banner display event;
  - ✓ Posts or aboveground supports must be removed when the banner is removed.
  - ✓ The permit applicant is responsible for determining the location of the property line or property pins prior to installation of the sign.
- A maximum of four (4) temporary sign permits may be issued each calendar year. Temporary signs may be displayed on a property for a total of eight (8) weeks per calendar year. It is the applicant's choice as to how to allocate the eight (8) weeks of display among the four (4) temporary sign permits that may be issued each calendar year. A maximum of two (2) temporary signs may be displayed concurrently (wall mounted banner and ground mounted sign, ground mounted sign and feather sign, etc.).
- An individual temporary sign permit can be valid for a maximum of four weeks. The Village will issue permits for consecutive events, for example, two back-to-back four week banner displays; however, the applicant would need to submit a new permit application form and permit fee for the second four-week period. The applicant must indicate the number of weeks that the temporary sign will be displayed on the Sign Permit Data Sheet. The temporary sign may be installed on the date that the permit is issued. Community Development Department staff will inspect the property the day after the permit expires to verify that the sign has been removed.
- Upon approval of a temporary sign permit application, a sticker shall be issued which includes the name and contact information of the applicant, sign location, and dates which the sign may be displayed. The sticker must be applied to the temporary sign.

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**Please do not hesitate to contact the Community Development  
Department with any questions at (630) 871-6230 or  
[communitydevelopment@carolstream.org](mailto:communitydevelopment@carolstream.org)**

