



Community Event Special Use Sign Permits

BUILDING DEPARTMENT

(847) 395-1000

FAX: (847) 395-1920

Hours: 8:00 am – 4:30pm

Purpose And Intent

The Community Event Special Use Sign Permits provides flexibility in temporary signage regulations to publicize community events in recognition of the unique requirements of such events. To be eligible to apply for the permit the event must be:

- Local
- Open to the public with equal opportunity for anybody to attend
- Organized by a not-for-profit organization or a unit of government

Even with the permit, event sponsors are encouraged to use the minimum number and size of signs and limit the duration they are on display necessary to promote their event.

Advance planning of signage needs and coordination ahead of time with staff will be much appreciated and will help to avoid any problems from arising.

Types of Community Events

Community events have been divided into three types. The type of event determines which guidelines are applicable. The types of events are:

One-time events: Events lasting 1-3 consecutive days occurring no more frequently than once a year.

Recurring events: Events occurring more than once a year that follow a regular schedule (e.g. every Wednesday during the summer).

Non-site-specific events: Events that do not necessarily occur at a set location during set hours and may take place over an extended period of time (e.g. registration for Little League Baseball).

Portable Signs

Allowed signs: Wood, plasticized cardboard, posterboard or other reasonably rigid material may be used along with wood or metal stakes. **Signs may be a maximum height of 4 feet and a maximum area of 8 square feet per side.** Signs may not be attached to fences, trees or utility/street light/traffic light poles and they may not create blind spots for pedestrians or motorists. Signs shall be sufficiently sturdy in construction and staking to prevent their being blown down or into the path of traffic.

Time and Duration of Display

One-time events: Signs may be put out on display up to **2 weeks before the event.**

Recurring events: Signs may be put out on display up to **3 days before each occurrence of the event.**

Non-site-specific events: In any calendar year, signs may be out for **28 days total.** The 28 days may be split up so they do not run consecutively.

Signs may be on display 24 hours a day during the days they are allowed. For all event types, signs are to be removed no later than 10 a.m. the day following the event or an occurrence of the event.

Number and Preferred Sign Locations

On private property

At the permission of the owner, organizers may place 1 sign per lot. **Signs shall be placed outside the public right of way behind the sidewalk, ComEd poles, or ditchline.**

Special Circumstances

It is anticipated that from time to time, organizers may have special needs that significantly exceed the provisions of this policy. While staff has been directed by these provisions to work with organizers in order to achieve the desired balance between sightliness, safety and prominent promotion of local events, some organizers may have special needs or desires that staff cannot consider as being within the spirit and intent of these rules. As such, organizers are invited to request special assistance from the Village Board by submitting a written request for a variance resolution not less than 21 days in advance of the time the advertising is intended to start. The Board will consider the petition at the earliest opportunity.

Checklist and Request for Special Event Signage

Applicant and Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Event Type as Defined Above: (circle one)

One-time Event Recurring Event Non-Site-Specific Event:

Date(s) of Event: (Date): _____ Through (Date): _____

Duration of Sign Posting: From (Date): _____ Through (Date): _____

Size of Sign: Area: _____ sq. ft Dimensions: ft. high ft. wide

Property Locations where signs shall be installed:

PROPERTY OWNER NAME	PROPERTY SITE ADDRESS	CHECK FOR PROPERTY OWNER CONSENT
1). (example) A. Anderson	123 Lake Street Antioch, IL 60002	X
2).		
3).		
4).		
5).		
6).		
7).		
8).		
9).		
10).		
Insert Additional Sites and Sheets if Needed		

SIGNATURE

I, APPLICANT Signature _____ Date _____

ACKNOWLEDGES TO HAVE READ AND UNDERSTAND THE ABOVE, REPRESENT ALL INFORMATION TO BE TRUE, AND AGREE TO ABIDE BY ALL REGULATIONS AND POLICIES WITHIN THE VILLAGE OF ANTIOCH.