



VILLAGE OF LINCOLNWOOD

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Sign Handout & Form

A sign permit is required whenever you install a new sign or replace an existing sign.

An application must be submitted through our online portal at lincolnwood.onlana.com (you can also access the portal by scanning QR code above). You will need to apply an “Sign” permit and will need to include the following information:

The online permit application, one (1) per sign, must include the following information:

- Owner or tenants’ name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- A detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

As a part of the application, you will be required to upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the proposed location of any ground type sign including freestanding signs, monument signs or pole signs. Include dimensions from property lines as well as fixed structures shown on the plat of survey. Ground type signs may not be located any closer than one (1) foot to an exterior property line, five (5) feet to any street curb line, fifty (50) feet to an interior property line nor be located on any easement.

As a part of the application, you will be required to upload one (1) scanned pdf color copy of the proposed sign which shall include the dimensions of the sign, sq. ft. area of the sign, elevation(s) and UL or approved listing. If installing a ground type sign, a foundation plan shall be provided. Ground type signs may require decorative landscaping to be provided which shall be shown as well. Property owners or management company’s approval letter shall also be included.

Please note the following restrictions based on sign type (if using a sign type not listed additional restrictions may apply):

Awning Sign: Maximum Number Allowed: One (1)

Canopy Sign: Maximum Number Allowed: One (1)

Freestanding/Monument Sign: Maximum Number Allowed: One (1)

Wall and Mansard Signs: Maximum Number Allowed: One (1) Per Entrance

Window Signs: Maximum Number Allowed for Permanent Signs: Four (4)

For all ground type signs, call J.U.L.I.E at 811 or 1-800-892-0123 forty-eight (48) hours before you dig per Illinois State law. This is to verify the location of underground utilities in the area. The service is provided to you at no charge.

EXEMPT Signs that do not require a permit are as follows: This is not an all-inclusive list.

Construction signs: One (1) non-illuminated single faced temporary sign per construction site. Installed no sooner than five (5) days prior to construction and removed no later than five (5) days after completion.

Residential districts: 12 sq. ft. maximum sign area

Commercial districts: 64 sq. ft. maximum sign area

Directional signs: Signs that provide direction and are located entirely on the property to which they pertain with a 5.5 sq. ft. maximum sign area.

Flags: While the flagpole itself will not require a permit, any electrical work for illuminating the flag does require a permit. The American flag is required to either be properly illuminated at night or taken down prior to sunset. A total of four (4) flags are allowed to be flown but no more than three (3) flag poles erected per site.

Residential districts: 35 feet maximum height, no closer than 5 feet to any property line

Commercial districts: 55 feet maximum height, no closer than 10 feet to any property line

No trespassing or no dumping sign: A maximum of two (2) in total signs with a 2 sq. ft. maximum area per sign may be placed per site.

Political signs: Political signs are allowed to be placed on private property only and with required permission of the property owner. These signs may not exceed 6 sq. ft. in area or 3 feet in height and must be removed within five (5) days following the election.

Community special event signs: Signs of a temporary nature not exceeding 50 sq. ft. that pertain to drives or events of a civic, educational or religious organization. Signs may be posted only during the drive or not more than thirty (30) days prior to the event and must be removed within five (5) days after the event.

Real estate signs: For sale, rent or lease signs may be erected as real estate signs but must be removed within seven (7) days of the sale, rental transaction or new lease.

Residential districts: 6 sq. ft. maximum sign area, 5 feet in height, no closer than 1 foot of a property line

Commercial districts: Ground (50 feet or less lot frontage) - 16 sq. ft. maximum sign area, 6 feet in height, no closer than 1 foot of a property line

Ground (50 feet or more lot frontage) – 32 sq. ft. maximum sign area, 6 feet in height, no closer than 1 foot of a property line

Wall (50 feet or less lot frontage) - 16 sq. ft. maximum sign area, 20 feet in height

Wall (50 feet or more lot frontage) - 32 sq. ft. maximum sign area, 20 feet in height

Portable signs: One (1) portable A-frame or sandwich board type sign is permitted in front of a business. These signs may not exceed 6 sq. ft. in area and 4 feet in height. May only be out during normal business hours and weighed or anchored down so that they remain upright.

PROHIBITED Signs that strictly not allowed are as follows: This is not an all-inclusive list.

Advertising vehicles, animated or flashing signs, bench signs, billboards, light pole signs, signs attached to fences or freestanding walls, sound emitting signs, string signs, cluster of light signs (not including holiday decorations), roof signs or inflatable signs are all strictly prohibited.