

MASTER SIGN PLAN APPLICATION

VILLAGE OF GURNEE COMMUNITY DEVELOPMENT DEPARTMENT

TO BE COMPLETED BY APPLICANT:	Date:
Address of Subject Property:	
PIN:	
Present Use:	
Zoning District:	
Applicant Name:	
Address:	
Phone Number:	Fax:
Email:	
Property Owner Name (if different than applicant):	
Property Owner Address:	
Phone Number:	Fax:
Email:	
Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicants knowledge and further understand that this Application and attachments become part of the Official Records of the Village of Gurnee; (2) Applicant has read and understands all information in this application; and (3) Applicant understands the submittal of inaccurate or incomplete information or plans may result in processing delays.	
Signature of Applicant	Date:
Signature of Owner (if different from the applicant)	Date:



SUBMITTAL REQUIREMENTS—both application types:

- 1. Five (5) sets of all plan materials
- 2. Electronic PDF plans (emailed to Staff)
- 3. Proof of Standing (i.e. proof of ownership, control, authorization, etc.)
- 4. Legal Description

Provide a written indication of how signs within the development will conform to the above standards.

NOTE: Office and industrial developments are required to have at least 3 of the following design elements in common, while retail and service developments are required to have at least 2 of the following design elements in common.

- A. Text color
- B. Background color
- C. Mounting height on the building (single-lined signs must be mounted in line with the lowest line of text for wall signs with multiple lines of text.)
- D. Sign type (see sign definitions in Zoning Ordinance for sign types).

Review Section 13.12 of Zoning Ordinance for further details on the Master Sign Plans procedure and approval standards.