



VILLAGE OF SCHAUMBURG

**COMMUNITY DEVELOPMENT DEPARTMENT
OLDE SCHAUMBURG CENTRE COMMISSION
SIGN REVIEW APPLICATION**

101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430 (Fax) 847.923.4474

1. Original Sign Permit Application.
2. 15 color copies of proposed sign drawings indicating the location of signage wall or ground signage location); type of sign; number of items of information; lettering style, Pantone color code for each color proposed; accurate dimensions and measurements of sign; sign materials; and type of illumination if a permanent sign.
3. CD with signage drawings saved as a single pdf file (if necessary)
4. One copy of a plat of survey with legible legal description.
5. If a ground sign, 15 copies of a site plan showing the location of the sign.
6. If sign is illuminated, an electrical application must also be submitted.
7. If located in a multi-tenant building or a shopping center, a letter from the owner indicating approval of the design as submitted.
8. Any additional information as required by the Director of Community Development or his/her authorized designee.

PLEASE NOTE

Your application will require review by the Olde Schaumburg Centre Commission or their Subcommittee. Their recommendation will be forwarded to the Village Board for ultimate approval/disapproval. Your attendance will be required at these meetings.

The Olde Schaumburg Centre Commission meets the third Thursday of every month at 7:00 p.m. in Conference Room "C" of the Municipal Center. The Subcommittee meets as required. The Village Board meets the second and fourth Tuesday of every month at 8:00 p.m. in Parker Hall of the Municipal Center.

Once the Village Board grants approval of your sign request and adopts an ordinance, the sign permit application will be submitted to the Building Division for processing.