

Architectural Review & Preservation Commission Submittal Requirements

The Village of Oak Lawn
Building Dept.
9446 Raymond Avenue
Oak Lawn, IL 60453

708.499.7800
708.499.7823 fax
dmckenna@oaklawn-il.gov
www.oaklawn-il.gov

GENERAL INFORMATION

All sign permits and commercial building elevation alteration petitions must be reviewed and approved by the Architectural Review & Preservation Commission (ARPC) **prior** to permit issuance. The Committee meets on the 2nd and 4th Thursday of each month at 7:00 p.m. in Conference Room "B" in the lower level of the Oak Lawn Municipal Center at 9446 Raymond Avenue. [Sign Permit applications must be submitted 10 days prior to meeting date to be placed on agenda.](#)

Applicants are encouraged to familiarize themselves with the Village of Oak Lawn Sign Ordinances as well as the Building and Electrical Codes to assure that their sign proposal and installation will be compliant. Village Codes are available on the Village website: www.oaklawn-il.gov

TECHNICAL

Each type of sign has specific requirements. Additionally, sign types with certain features and/or uses will have additional requirements. Generally, adequate plans and details need to be provided in order for a review to be done to determine that the sign will be compliant. Omission of critical details may result in the sign not being approved.

ALL SIGNS

[Every Sign Permit Application must be supplemented with the following information:](#)

- 1. Building or Sign Permit application and electrical permit if appropriate**
- 2. ARPC petition must include the legal description of the property**
- 3. Written consent from the owner of the property**
- 4. 12 color renderings/plans. A scale drawing/rendering of the proposed sign(s) which shows sign dimensions including length, width, and height as well as lettering and logos.**
- 5. Provide dimensions (height and width) of exterior storefront or building elevation for Wall Signs**
- 6. If applicable, a section drawing showing dimensions of projection into/over public property, distances from curb lines, and distance from grade to top and bottom of the sign.**

ELECTRICAL

All electric signs and associated wiring shall be compliant with the Electrical Code adopted by the Village of Oak Lawn. Of particular note is the requirement for signs to be listed and labeled. The following information is to be filed as part of the sign permit application:

- 1. Two (2) copies of plans and/or blueprints (including details of fastenings).**
- 2. One (1) copy of stress calculations (as required).**
- 3. WRITTEN CONSENT OF OWNER OF LAND.**
- 4. Electrical Application or Electrical Permit # _____**

Sign Permit applications must be submitted 10 days prior to meeting date to be placed on agenda. Questions regarding these requirements can be directed to the Building Department, 708.499.7800.



Village of Oak Lawn
 9446 South Raymond Avenue
 Oak Lawn, IL 60453-2449
 Phone: 708-499-7803
 Fax: 708-499-7823

PETITION

Meeting Date: _____
Approval Date: _____

Architectural Review & Preservation Commission

DESCRIPTION OF PROPERTY

Legal Description _____

Common Description of Property (Street Address or Location) _____

NAME OF PETITIONER AND OWNER

PETITIONER

Name: _____ Phone: _____

Address: _____

Relationship to the Subject Property: _____

Relationship to the Owner of Record: _____

Petitioner is: Owner _____ Contractor _____ Architect _____ Attorney _____ other _____

OWNER OF RECORD

Name: _____ Phone: _____

Address: _____

The undersigned being the Owner(s) of the subject property as identified above, hereby certifies that I/we are aware of the filing of the Petition and have given the Petitioner consent to do so relative to the subject property

Nature of request? _____

(Additional pages or supplementary sketches or plans are encouraged)

SIGNATURE OF PETITIONER _____ DATE _____

VILLAGE OF OAK LAWN SIGN PERMIT APPLICATION

9446 South Raymond Avenue
Oak Lawn, IL 60453-2449
Phone: 708-499-7803
Fax: 708-499-7823



Date of Application _____

Address of Sign _____

R.E. Index Number _____

Property Owner's Name _____

Property Owner's Address _____ Telephone Number _____

Sign Owner's Name _____ Telephone Number _____

Sign Owner's Address _____

Name of Sign Installer _____ Phone Number _____

Sign Company Address _____

Estimated Cost of Sign _____

FOR OFFICE USE ONLY

SIGN PERMIT# _____

ISSUED BY _____

DATE APPROVED _____

APPROVED BY _____

STRUCTURAL FEE \$ _____

ELECTRICAL FEE \$ _____

TOTAL \$ _____

The issuance of a permit or approval of drawing shall not be construed to be a permit for, or an approval of, any violation of the provisions of the Zoning Ordinances or Building Code of the Village of Oak Lawn.

TYPE OF SIGN

Please note that a separate application must be submitted for each sign type. Select only one of the following:

A-frame Awning Canopy Ground (monument) Ground (pole) Menu Board

Wall Window Other

PRIMARY TYPE OF WORK

Select only one:

Install New Sign Reface/Recover Existing Sign Relocate Existing Sign Other

The Sign Ordinance contains requirements on the maximum size of all signs. An accurately dimensioned rendering provides the Commission with information to determine if the proposed wall sign meets the zoning ordinance requirements. The scaled rendering of the building elevation also provides the building's frontage. This information is necessary in determining what size sign is permitted.

SIGN DIMENSIONS

1. Length _____ Width _____ Total Height _____ Weight _____

2. Total Area of Sign (Count ALL Faces) _____ Square feet

3. Building Elevation dimensions for *Wall Sign* (lease line to lease line / grade to top of parapet) _____

4. Lot Width _____ Linear feet

Note: Wall Signs cannot exceed 7.5 percent of the area of its leased exterior storefront

Height: _____ Width: _____

PLEASE NOTE: NO PORTION OF ANY SIGN MAY ENCROACH UPON THE RIGHT-OF-WAY

REMINDER: Every Sign Permit Application must be supplemented with the following information:

- **Written consent from the owner of the property**
- **12 color copies / plans. A scale drawing/rendering of the proposed sign(s) which shows sign dimensions including length, width, and height as well as lettering and logos.**