



WHAT YOU NEED WITH YOU

- ▶ Sign Permit Application.
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ A plat of survey and a site plan showing the locations, dimensions, and set backs of all existing improvements and the proposed sign.
- ▶ Dimensioned drawings of all existing and proposed signs. Annotated pictures of existing signs are preferred.
- ▶ A copy of an electrical contractor's current registration from any city in the State of Illinois that gives a written examination based on the National Electrical Code must be on file with the city of Elgin, as well as a notarized letter of intent.

WHAT YOU SHOULD KNOW

- ▶ No work can begin prior to a permit being issued.
- ▶ **Electronic changeable copy signs are subject to the zoning approval and require the issuance of a permit prior to construction and/or installation.**
- ▶ Electronic changeable copy sign: a sign or portion thereof that displays electronic information in which each alphanumeric character, graphic, or symbol is defined by a small number of matrix elements using different combination of light emitting diodes (LEDs), fiber optics, light bulbs or other illumination devices within the electronic display panel(s). Electronic changeable copy graphics include, but are not limited to, computer programmable, microprocessor controlled electronic displays.
- ▶ Electronic changeable copy signs are permitted as monument signs.
 - ▶ A monument sign is free standing and not attached to a building. The base of any monument sign is included within the overall allowable size of the monument sign, and the base must be masonry.
 - ▶ Any monument sign \geq 20 square feet must include construction drawings stamped or sealed by an Illinois licensed architect or structural engineer (including foundation) for review and approval.
 - ▶ Monument signs require a landscape plan showing and dimensioning a landscaped area located around the base of the monument sign equal to 2.5 square feet for each square foot of ground graphic area. The landscape plan shall list the living landscape material consisting of shrubs, perennial ground cover plants, or a combination of both, placed throughout the required landscape area having a spacing of not greater than three feet (3') on center. Where appropriate, the planting of required deciduous or evergreen trees, installed in a manner that frames or accents the ground graphics structure is encouraged.

(continued on the next page)



WHAT YOU SHOULD KNOW (CONTINUED)

- ▶ Many subdivisions and commercial developments have private covenants and restrictions which supersede City zoning requirements. The City does not enforce covenants and restrictions. It is recommended that property owner's check with the association prior to installing any signage.
- ▶ Complete requirements regarding all signs are provided within [Section 19.50 of the Elgin Municipal Code](#). Electronic changeable copy signs are at [Section 19.50.090](#).

REQUIREMENTS

1. Location:
 - a. Electronic changeable copy graphics shall be allowed only in the CF Community Facility District, NB Neighborhood Business District, the AB Area Business District, the ORI Office Research Industrial District, CC2 Center City District, the GI General Industrial District and the CI Commercial Industrial District, as well as the like planned development districts.
 - b. No electronic changeable copy sign shall be located within a street yard adjoining a local street, or a collector street, where the property located directly opposite the public right-of-way is located within a residential district.
2. Size: The maximum size of the total electronic display panel(s) of an electronic changeable copy graphic shall be the lesser of:
 - a. No more than 50% of the total allowable maximum surface area for the monument sign in which the electronic display area is to be located; or
 - b. 40 square feet for a monument sign; or
 - c. 100 square feet for a shopping center identification monument sign.
 - d. Said panel(s) is not limited to a specific height or length, except that one (1) measure cannot be less than twenty five percent (25%) of the other measure.
3. Miscellaneous:
 - a. Static messages only with no animation, effects simulating animation or video. No continuous traveling, scrolling, flashing, spinning, revolving, or shaking, or any other type of movement or motion of an image shall be allowed.
 - b. The rate of change for any image shall be a minimum of 10 seconds (i.e. each image displayed shall be displayed for a minimum period of 10 seconds).
 - c. Any message change sequence shall be accomplished immediately with no transition by changing from one screen to another by means of fade, dissolve, roll, or other like transitional feature.

(continued on the next page)



REQUIREMENTS

- d. Maximum brightness levels shall not exceed 5,000 nits when measured from the sign's face at its maximum brightness, during daylight hours, and 500 nits when measured from the sign's face at its maximum brightness between dusk and dawn. Electronic changeable copy signs shall include a fully operational light sensor that automatically adjusts the intensity of the graphic according to the amount of ambient light.
- e. Shall not advertise goods, products, or services which are not sold, manufactured or distributed on or from the premises on which sign is located.
- f. All free standing signs upon the associated property shall be in compliance with all applicable sign requirements of the zoning ordinance. The monument sign in which the electronic display area is to be located shall include a masonry base.