

SPECIAL EVENT BANNER OR SIGN INFORMATION

In order to receive approval for a special event banner or sign:

1. Requests for a temporary sign or banner must be in conjunction with a **special event**. Price information is not permitted on any sign.
Examples of special events in the past have included: Grand opening, Company picnic, Bridal showcase, Pre-school registration, Community health fair, Rummage sale, Oktoberfest, Ice cream social, plays, athletic events, festivals, parades, fairs, etc.
2. All applicants are required to submit a completed application for approval no later than 10 days before the event. The applicant must submit a dimensioned sign rendering of the sign and attach it to the application. All applications must be approved by the Planning & Economic Development before installation can occur.
3. Proposed temporary banners and signs should be consistent with good taste and should not distract the attention of motorists, or be otherwise hazardous. Signs and banners **should not be placed in the public right-of-way**. Banners and signs should not create a carnival atmosphere inconsistent with the suburban character of the Village of Glenview.
4. All materials must be nonflammable.
5. Temporary banners/signs can be displayed for no more than 14 consecutive days (grand opening banners shall be displayed for no more than 21 consecutive days).
6. Applicants are permitted to request ONE temporary sign, banner, or special event per calendar quarter.
7. No more than 20% of the allowed banners per each shopping center are permitted to be displayed at one time.
8. Banners shall not exceed 32 square feet.
9. Temporary special event banners are only permitted to be displayed in common areas or on monument signs four times per year (once per quarter) after creating Design Guidelines for banner display and receiving approval from the Appearance Commission.



***** Limited to ONE temporary banner per business/organization for 14 consecutive DAYS per calendar quarter. Banners may NOT be displayed on Village right-of-way*****

All applicants will be notified if their request has been approved by the Village Planner. Any deviation of the approved sign or event will be considered a violation of the Glenview Municipal Code and is subject to prosecution. If the temporary sign or banner application is denied, the applicant may appeal to the Village Manager's office for further consideration.

TEMPORARY SPECIAL EVENT SIGNS AND BANNERS WILL NOT BE PROCESSED OR APPROVED THAT INCLUDE THE FOLLOWING:

- Signs with flashing lights, rotating, and/or moving parts
- Animated signs
- Signs with moving lights
- Signs creating the illusion of movement
- Searchlights
- Balloons or other flammable promotional devices
- Signs blocking any required access way
- Signs attached to a tree or utility pole, whether on public or private property
- Pennant strips

Any signs or banners displayed without approval by the Village will be considered in violation of the applicable provisions of the Glenview Municipal Code. The owner or representative of the property erecting the sign, banner, etc., without approval, is subject to prosecution.

AN INCOMPLETE APPLICATION WILL CAUSE DELAYS.

Special Event Banner



Application Form

Application Fee: \$25



**Village of Glenview
Community Development
Department
2500 East Lake Avenue
Glenview, IL 60025**

Phone: (847) 904-4340

Fax: (847) 724-1752

www.glenview.il.us

Special Event Temporary Banner Application

Contact & Business/Organization Information

Contact Person:	Phone Number:
Email:	Fax:
Name of Business/Organization:	Address:

Property Owner/Management Company Information

Name:		
Signature:		
Email:	Phone:	Fax:

Special Event Information

1. Have you filled out a banner application for this business/organization before? If so, what was the approximate date and for what special event was the request?

2. This request is in conjunction with what special event? _____

3. Date(s) of the event: _____

4. Actual dates the banner will be displayed? _____

Special event banners limited to 14 consecutive days *only*. Grand opening banners limited to 21 consecutive days *only*.

5. What is the size of the requested banner? _____

6. Where on the property will the banner be displayed? _____

7. Describe how the banner will be secured (Must NOT damage the architecture of the building – i.e. Should be secured using the mortar joints of bricks):

Temporary Banner Submittal Requirements

- 1 Original copy of the Special Event Temporary Banner Application
- Color photo or color rendering of proposed banner with dimensions (***Special Event Banners cannot exceed 32 square feet***)
- Photo of proposed banner location on building