



2 LAGOON DRIVE - HAWTHORN WOODS,
ILLINOIS 60047 - (847) 438-5500

TEMPORARY SIGN PERMIT APPLICATION

Date of Application:	
Issue Date:	
Expiration Date:	
Permit #:	
Fee:	
Date Paid:	
Approved By:	

OFFICE USE ONLY

APPLICANT INFORMATION

Name:					
Address					
Home Phone #:		Cell Phone #:		Fax #:	

SIGN INFORMATION

(COLOR DRAWINGS MUST BE SUBMITTED)

TOTAL # OF SIGNS:	SIZE OF SIGNS			
	#1:		#2:	
	#3:		#4:	
TYPE OF SIGN:	#5:		#6:	
	<input type="checkbox"/> Business		<input type="checkbox"/> Political	
	<input type="checkbox"/> Civic		<input type="checkbox"/> Religious	
	<input type="checkbox"/> Charitable		<input type="checkbox"/> Other :	

WORDING:

SIGNAGE ADDRESS

(Name & Address of Property Owner Where Signs Will Be Placed):

1.)	2.)
3.)	4.)
5.)	6.)

I hereby apply for a temporary sign permit in the Village of Hawthorn Woods, Illinois. I hereby agree that if the permit is issued by the Village of Hawthorn Woods, I shall comply with all ordinances of said Village now in force and any others that may be enacted during the period of this permit.

(Applicant Signature)

(Date)

Temporary Sign Requirements

- Not to exceed two(2) signs per zoning lot, except “Construction signs” shall not exceed one per site.
- No more than two (2) sign faces per sign structure.
- Not to exceed sixteen (16) square feet per sign face.
- Shall not be illuminated.
- Must be placed on private property with the consent of the property owner.
- Fee: \$55.00 (30 days maximum, unless business sign – no more than 4 permits per year)
- Refundable bond: \$100.00. Refundable if signs removed by expiration date
- Time Limitations:
 1. Real Estate Signs – Removed within seven (7) days after sale or lease. Real estate signs are exempt if under 6 sq feet.
 2. Construction Signs – In connection with the construction or remodeling of a building or other structure, a sign which identifies the name of the developers, contractors, engineers and architects on a site being developed or the structure being built or remodeled, the sign must be removed within two (2) weeks after completion of the project. Not to exceed 16 square feet.
 3. All Other Temporary Signs – Permit shall be issued for 30 days. No more than four (4) permits for temporary signs shall be issued to any business, property owner or other establishment in any calendar year.