

	<i>Village of Carol Stream</i> 500 N. Gary Avenue, Carol Stream, Illinois 60188		
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Permit Submittal Checklist and Process Temporary Real Estate Signs

Note to applicants:

This handout is intended to assist applicants through the permit process for temporary real estate signs. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Items needed for a complete permit application:

- A completed Miscellaneous Commercial, Industrial, Institutional, and Multiple-Family Residential Construction Permit Application (**Type E**).
- Two copies of a drawing of the proposed signage items, including exact dimensions and proposed text.
- A site plan showing the location on the property where the signage items will be installed.
- The sign permit fee of \$90, plus \$10 per each type of signage item used, payable when the permit application is submitted.

Helpful tips:

- One ground sign per street frontage is allowed. Properties with frontage on multiple public streets may have a ground sign facing each public street.
- V-shaped signs are not permitted. Signs must be installed either parallel or perpendicular to the street.
- Each ground sign may be a maximum of 10 feet in height and 20 square feet in area, except that the area of any such signs may be permitted to increase to a maximum of 10 square feet in area per face for each one acre of land, up to a maximum of 200 square feet of sign area for each sign.

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Temporary Real-Estate Signs

- Ground signs must be securely attached to posts and must also comply with the following regulations:
 - ✓ The posts must be set back at least five feet from all property lines;
 - ✓ The posts and sign may not be installed within the 25-foot sight distance triangle;
 - ✓ Before installation of the posts, the applicant must arrange to have JULIE (Joint Utility Locating Information for Excavators) mark the location of buried utilities on the property. JULIE can be reached by dialing 811 or 800-892-0123;
 - ✓ Posts must be installed to a depth of at least 30 inches into the ground and must remain perpendicular to the ground;
 - ✓ Posts or aboveground supports must be removed when the sign is removed.
 - ✓ The permit applicant is responsible for determining the location of the property pins prior to installation of the sign.

- A real estate sign permit is valid for a maximum 12 months and is renewable every year with the payment of the permit fees.

**Please do not hesitate to contact the Community Development
Department with any questions at (630) 871-6230 or
communitydevelopment@carolstream.org**

