



VILLAGE OF GLEN ELLYN

Mural Review Application Packet

*Community Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

MURAL APPLICATION FORM

Please complete and return this form to the Community Development Department, 535 Duane St.,
Glen Ellyn, IL 60137. If you have questions, please phone: 630.547.5250

I. APPLICATION INFORMATION:

Date Filed: _____ Application No. _____

Project Name: _____

Project Description:

Address of Property: _____

Permanent Index No.: _____ Zoning: _____

Name of Applicant: _____

Address of Applicant: _____

Applicant Phone No: _____

(Mobile) _____ (Other) _____

Fax No.: _____

E-mail Address of Applicant: _____

Name of Property Owner: _____

Address of Property Owner: _____

Phone No. of Property Owner: _____

E-Mail Address of Property Owner: _____

Project Submittals Checklist

1. Application form _____
2. Application fee _____
3. Narrative statement / project description _____
4. Proof of ownership / affidavit of authorization _____
5. Proposed list of materials/paint swatches/or material samples _____
6. Color rendering or sketch _____
7. Site plan, plat of survey, or other document showing location and dimensions _____

Signature: _____ Date: _____

MURAL REVIEW APPLICATION PROCESS

Meeting with Village Staff – Recommended

Prior to submitting a formal application, the applicant should meet with a Community Development Department staff member to discuss the procedure for review. It is recommended that the applicant present general information at this meeting in rough sketch form describing the proposal.

Formal Application-Required

To begin the formal application process, the applicant shall submit (2) copies of a completed application to the Community Development Department for review. After staff has reviewed the application and determined that it is complete (which may require submittal of additional information or revised plans), the request will be scheduled for consideration at the first available Village Board meeting. The materials typically required to be submitted with an application are listed below. The required submittals list may change depending on the type and scope of the proposed project. Staff may, at its sole discretion, modify the submittal requirements to eliminate or add items as needed to explain or support the proposed request and maintenance procedure.

Note: Murals are not permitted to display commercial advertising. Any mural that meets the definition of a sign will be regulated by the Sign Code and the applicant must obtain a sign permit and any necessary relief from the Sign Code. Signs are any identification, description, illustration, or device illuminated or nonilluminated, which directs attention to or provides information about a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise or any emblem, banner, pennant, placard or temporary sign designed to advertise, identify or convey information. An object in the shape of a product is considered a sign.

Formal Application Packet Submittal Requirements

The following items are typically required to be submitted with an application for exterior appearance approval of a mural:

1. Mural application form
2. The required application fee as set forth in the Village Code
3. Narrative statement including a general description of the project
4. If the property is owned by an individual or organization other than the applicant, an affidavit of authorization must be submitted, giving the applicant the right to file the application on the owner's behalf
5. Proposed list of material samples or paint swatches and method of application
6. Dimensioned color rendering, elevation photo, sketch, or other depiction of the mural
7. Site plan, plat of survey, photos, or other documents to show exactly where the mural will be installed including dimensions of structures, walls, windows, etc.

All materials included in the application packet, will become exhibits to the official document file. These materials should be able to be reduced to 8.5x11 or 11x17 and should be legible at this size.

Review by Staff and Village Board

Community Development staff will review the application for completeness and conformance with the exterior appearance guidelines and make a recommendation to the Village Board of Trustees for approval, approval with conditions or denial. After staff review, the request will be scheduled for consideration by the Village Board of Trustees who will make a final decision on the application. Installation of the mural may not begin until after Village Board approval.

Changes after Approval

Any significant changes to an approved application may require review and approval by the Village Board in the same manner as the original application.

AFFIDAVIT OF AUTHORIZATION

I, _____ owner of the property described as

verify that _____
is duly authorized to apply and represent my interests before the Glen Ellyn Plan Commission,
Village Board and/or Zoning Board of Appeals. Owner acknowledges that any notice given
applicant is actual notice to owner.

OWNER SIGNATURE

Subscribed and sworn to before me this
_____ day of _____, 20_____

Notary Public