



**Village of Glen Ellyn**  
**Community Development Department**  
 535 Duane Street  
 Glen Ellyn, IL 60137  
 Phone: 630-547-5250; Fax: 630-547-5370  
 www.glenellyn.org

**BANNER APPLICATION**  
 (BANR)  
 Permit #: \_\_\_\_\_

**CONTACT INFORMATION:** Choose one:     Owner     Tenant

Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**BANNER INFORMATION (PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH BANNER):**

1. Location to which, or upon which, the banner is to be attached:  
\_\_\_\_\_
2. Manner of attachment: \_\_\_\_\_
3. Type of material: \_\_\_\_\_
4. Size: length, width and area (maximum 32 square feet) \_\_\_\_\_
5. Text: \_\_\_\_\_
6. Date of installation: \_\_\_\_\_
7. Date of removal: \_\_\_\_\_

**PER VILLAGE CODE 4-5-7:**

**Banner Sign:** A temporary sign composed of cloth, canvas or other lightweight material either enclosed in a rigid frame or fixed to a structure so as not to allow wind activation.

**General Provisions:** A banner sign advertising commercial events or products is only permitted in commercial districts. A banner sign advertising special events sponsored by organizations or institutions is permitted in all districts; however, any event directional signs in the right of way require prior Village Manager approval.

1. The banner sign application for approval shall be made by the owner or tenant of property.
2. The sign may be displayed for a maximum of 14 consecutive days unless another permit is obtained for an additional 14 days.
3. A permit is required for each of 3 permitted display periods each year plus 1 display period for a grand opening.
4. The sign may not be located on or over a public right-of-way and must be located on the property owned or controlled by the business, organization or institution.
5. The sign size shall not exceed 32 square feet in area.

**Permit Fee:** \$50.00

**FOR OFFICE USE ONLY:**

**Permit Number:** \_\_\_\_\_ **Issue Date:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Building Final Inspection: Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Original (File) 2 Copies (Applicant & Cashier)**