



VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING COMMISSION MASTER SIGN PLAN ADDENDUM

Amendment (Check if amending an Master Sign Plan)

REQUIRED SUBMITTALS:

- General Application
- The hearing fee of \$500.00 plus \$250.00 per sign type (Checks should be made payable to the Village of Hoffman Estates)
- Legal Description (Typically found on a tax bill, survey, mortgage documents or deed)
- Plat of Survey drawn to scale: ALL signs should be shown and labeled on the plat. Also show all existing improvements, e.g. buildings, etc., and distance between the property line, interior roadway(s) and the proposed sign(s).
- A narrative and graphic explanation of the following:
 - ✓ Number, location, type and placement of signs on the property;
 - ✓ Sign materials and methods of illumination; and
 - ✓ Height and size of signs and sign band areas.
- A written response addressing the following Standards for a Master Sign Plan:

The Village Board of Trustees is authorized to approve the Master Sign Plan if it is determined that implementation of the Master Sign Plan will:

 1. Result in architecture and graphics of a scale appropriate for the subject development and the surrounding area;
 2. Provide signage consistent with the site plan and architecture of the project;
 3. Avoid visual clutter;
 4. Allow visitors, employees, and consumers to readily identify the business entrances, while addressing the community's need for attractive, unobtrusive architecture and commercial graphics; and
 5. Result in a unified theme of signage for the project.