



Village of Round Lake Beach
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SIGNAGE GUIDELINES

Reference Appendix A, Article 9 of the Municipal Code

Municipal Code References

This handout highlights the major signage guidelines. Refer to the Municipal Code for a complete list of all regulations. The Village Planner can provide you with additional guidance.

1. General Regulations: Appendix A, Article 9, Section 901
2. Residential Districts: Appendix A, Article 9, Section 902
3. Commercial Districts: Appendix A, Article 9, Section 903

Permit Application

1. Permits are required for most signage. The Village Planner will assist you with the process.
2. The Village strongly recommends contacting the Village Planner during the planning process, before you commit any funds to your signage project.
3. Signage that does not meet the requirements of this section shall require a special use permit.
4. Signage exempt from permit includes but is not limited to:
 - a. Real estate signs that are temporary, non-illuminated, and a maximum of 8 square feet in area and four feet in height.
 - b. Private or commercial nameplate identification signs (i.e., stating address or “no trespassing”) that do not exceed 4 square feet.
 - c. Tablets without commercial advertisement such as memorials and cornerstones.
 - d. Garbage or rummage sale signs not exceeding 2 square feet in area that are displayed for no more than 4 consecutive days, and no more than 2 signs per sale.

Construction, Maintenance & Mounting

1. All construction, installation, maintenance, etc. must meet the regulations of Village building regulations and property maintenance code.
2. Signs must be mounted in one of the following manners:
 - a. Flat against a wall
 - b. Back to back in pairs, so that the backs of the sign are shielded from public view
 - c. In clusters in an arrangement, so that the backs of the sign are shielded from public view
 - d. Otherwise mounted so that the backs of all signs showing to public view shall be painted and maintained a neutral color or a color that blends with the surrounding environment.

Location Restrictions

1. No sign shall be painted or printed on the front, rear, sides or roof of any building, except:
 - a. EXCEPTIONS: Name/type of business, building address and/or name of owner may be painted on the glass surface of a door or window at the front of the building.
2. Sign shall not prevent free ingress and egress from any door, window or exit.
3. Sign shall not be attached to a utility pole, tree, standpipe, gutter drain or fire escape.

4. Sign shall not impair access to a roof.
5. Outdoor signs shall not create a traffic hazard (specifically post signs, accessory signs or advertising statuary)
6. Signs shall not project higher than the height of the building when attached to the building.
7. Roof signs are prohibited.
8. No signs shall be located on vacant property except real estate signs and billboards.

Illumination

1. Light sources shall be shaded wherever necessary to avoid casting bright light upon residential property, street, school or park.
2. Any illuminated sign visible from any residential district shall not be illuminated between the hours of 11:00 p.m. and 7:00 a.m.
3. The lighting intensity of special uses is subject to planning and zoning commission review.
4. No flashing signs, rotating or moving signs, animated signs, signs with moving lights, or signs creating the illusion of movement, shall be permitted.
 - a. Signs that provide intermittent time, temperature and weather are not deemed a flashing sign provided that changes occur no less than every 15 seconds .
5. Any sign in direct line of vision to any traffic signal shall not have red, green or amber illumination.

Signage on Awnings/Canopies

1. Any sign located on the awning shall:
 - a. Be affixed flat to the surface
 - b. Not be internally illuminated
 - c. Indicate only the name and/or address of the establishment
 - d. Not extend vertically or horizontally beyond the limits of the awning.
2. All awnings shall:
 - a. Maintain a vertical clearance of not less than seven feet six inches above grade
 - b. Not project closer than 48 inches to a curb line
3. Letters affixed to a front awning/canopy shall:
 - a. Not project above, below or beyond the physical dimensions of the awning
 - b. Letter size shall not exceed a maximum height of 12 inches from top to bottom
 - c. Shall be faced only on the descending skirt
4. A nameplate or identification sign not exceeding 12 square feet in area may be suspended from an awning.

Advertising Signs

Advertising signs are billboards and signs displayed on poles, posts, pipes, or frames which advertise businesses or services not conducted or offered on the zoning lot on which the sign is located.

1. Advertising signs may be erected for a maximum of one year.
2. The framework to which the faces of advertising signs are fastened shall not be exposed.
3. The open edges between each face of a double-faced advertising sign shall be enclosed.
4. Signs shall be centrally located within professionally-designed landscaped areas consisting of plantings acceptable to the Village
 - a. Such areas shall have a minimum area of two square feet for every one square foot of aggregate sign area, measured to include both the obverse and reverse of the sign from its horizontal and vertical extremities.

5. Owners of advertising signs shall provide the Village with an annual maintenance bond in the amount of \$500.00.

Display Time Limits of Temporary Signage

1. Portable signs may be displayed for a maximum of 60 days per calendar year.
2. Banner signs may be displayed for a maximum of 60 days per calendar year except where limited by section 901.2-6. If placed across any public street or highway, the signs shall be at least 15 feet above the street level.
3. Outdoor display structures not permanently mounted, including balloons, may be displayed for a maximum of 60 days per calendar year.
4. Political signs on non-residential property may be placed no more than 45 days before and 7 days after the election. Such signs may not exceed 16 square feet in area.
5. Obsolete signs must be removed within 90 days of becoming obsolete.

Political Signs

1. Permits are required to erect political signs on non-residential property from either the person or organization responsible to erecting or distributing political signs OR from the owners or occupant where such signs are to be placed.
2. For non-residential property, political signs shall not be erected or placed thereon more than 45 days prior to the election(s) and shall be removed within seven days after the primary, general, consolidated or special election to which they refer. No political sign shall exceed 16 square feet in area.
3. On residential property, the display of political signs shall be allowed during any period of time in accordance with 65 ILCS 5/11-13-1, as may be amended from time to time. No political sign shall exceed 16 square feet in area on any one side, with a maximum total square footage of 32 square feet per sign.

Illuminated Non-Flashing Business Signs in a Commercial District

1. Primary signs including poles, posts, pylons, pipes or frames to which they are affixed, must be set back a minimum of 20 feet from the front lot line and a minimum of five feet from any other lot line. The first seven feet from the lot line shall be utilized for directional signs, portable signs, landscaping, and ingress and egress only. Directional signs must have a breakaway base.
2. The gross area in square feet of all signs of a zoning lot, including double-faced signs, shall not exceed 1.5 percent of the gross lot area or 300 square feet, whichever is larger, up to a maximum of 500 square feet. Where more than three signs are located on any zoning lot, each succeeding sign, respectively, shall reduce the total allowable sign area by 20 percent. The total area of directional signs shall not exceed 100 square feet and be limited to four square feet per sign.
3. No sign shall project more than 60 inches from the face of the wall.
4. No sign shall project higher than 20 feet above curb level, when located within 20 feet back from the front lot line. For every additional four feet of setback from the minimum 20 feet, an additional one foot in height can be added, to a maximum height of 40 feet.
5. The primary signage may be upper case or a combination of upper and lower case letters, and shall not exceed 24 inches in letter height for signs having a twenty-foot setback. Letter height may be increased six inches for each additional ten feet setback up to a maximum of 72 inches.
6. Window signs shall not obstruct more than 50 percent of the total window area of any building wall.

7. No more than one portable sign per 40 feet of street frontage, not to exceed three signs, shall be displayed advertising products or services for sale on the premises, with a total sign area not exceeding 20 square feet per sign.

Signs Accessory to Automobile Service Stations in a Commercial District

1. Racks for the orderly display of cans of engine oil may be located on or at the end of each pump island.
2. Two tire racks (not more than eight feet in height, six feet in length, and five feet in depth) for the purpose of displaying new tire casings, shall be permitted for each gasoline or tire service station. Such racks shall comply with all setback and yard requirements.
3. Items for sale on the premises can be displayed within 20 feet of the property line, provided that said display shall comply with all applicable bulk regulations. Products may be displayed under pump island canopies or between pumps within the area of the pump island base.

Real Estate Signs ("For Sale", "Sold", and "For Rent") in a Commercial District

1. A maximum of one sign per zoning lot shall be permitted. Exception: On a corner lot, two such signs shall be permitted, one facing each street.
2. No sign shall exceed 12 square feet in area.
3. All signs shall be located within seven feet from the front lot line. No sign shall project more than seven feet six inches above curb level.
4. Sign permits must be renewed every four months.
5. In a new commercial development, one entrance sign not to exceed 60 square feet will be allowed. This sign will allow the name of the development lots and units for sale and identification of principals. This sign must be removed or a permit for extension must be obtained within two years of issuance of the original permit.

Shopping Centers

Shopping center signs shall require special use permits, with the exception of portable signs, temporary banner signs, and outdoor display structures, which are subject to the regulations of section 901.9.

Family Oriented Entertainment Centers

A special sign package program for a family oriented entertainment center on a zoning lot of at least 1½ acres shall require a special use permit. Items constituting such a sign package may include, but not be limited to, such things as two and three dimensional props or icons and bright color schemes relative to the family entertainment offered at the family entertainment center.

Church Bulletin Boards

1. A maximum of one sign per lot shall be permitted. On a corner lot, two such signs shall be permitted, one facing each street.
2. Sign shall not exceed 14 square feet in area or be closer than 8 feet from any other zoning lot.
3. Sign shall not be located less than 15 feet from any street right-of-way line.
4. No sign shall project higher than seven feet six inches above curb level.

Signs Designating Parking Areas/Exits/Entrances in a Residential District

1. A maximum of one sign per lot shall be permitted. On a corner lot, two such signs shall be permitted, one facing each street.
2. Sign shall not exceed 9 square feet
3. No sign shall project beyond the property line into the public way

4. No sign shall project higher than seven feet six inches above curb level.

Name Plate & Identification Signs in a Residential District

1. *For Residential Building:* A maximum of one nameplate not exceeding two square feet in area for each dwelling unit, indicating the name and address of the occupant. Exception: On a corner lot, two such signs shall be permitted, one facing each street. No sign shall be located closer than 2 feet from the property line.
2. *For Non-Residential Buildings:* A single identification sign, not exceeding 32 square feet in area and indicating only the name and address of the building may be displayed. On a corner lot, two such nameplates for each occupancy (one facing each street) shall be permitted, one facing each street. No sign shall be located closer than 15 feet from any property line.

Name Plate & Identification Signs (Multiple-Family Dwelling with 8+ Units)

1. A maximum of one wall or ground for each isolated multi-family structure sign per lot shall be permitted. Exception: On a corner lot or a lot having more than one street frontage, two such signs shall be permitted, one facing each street.
2. Sign shall not be located less than 15 feet from any street right-of-way line.
3. Sign shall not exceed 16 feet in area
4. No sign shall project higher than 12 feet above curb level.
5. Sign may not be flashing, animated, or internally illuminated, but may be illuminated from a concealed exterior light source until 11pm.

Name Plate & Identification Signs (Non-Residential Public or Quasi-Public)

1. A maximum of one sign per lot shall be permitted. On a corner lot, two such signs shall be permitted, one facing each street.
2. Sign shall not exceed 32 square feet in area or be closer than 8 feet to any zoning lot.
3. No sign shall be located less than 15 feet from the street right-of-way line.
4. No sign shall project higher than seven feet six inches above curb level.
5. Sign may not be flashing, animated, or internally illuminated, but may be illuminated from a concealed exterior light source until 11pm.

Illuminated Non-Flashing Business Signs in an Industrial District

1. The gross area in square feet of all signs of a zoning lot, including double-faced signs, shall not exceed 1.5 percent of the gross lot area or 300 square feet, whichever is larger, up to a maximum of 500 square feet. Where more than three signs are located on any zoning lot, each succeeding sign, respectively, shall reduce the total allowable sign area by 20 percent. The total area of all directional signs shall not exceed 100 square feet and be limited to four square feet per sign.
2. All primary signs including poles, posts, pylons, pipes or frames to which they are affixed, must be set back a minimum of 20 feet from the front lot line and a minimum of 15 feet from any other lot line. The first seven feet from the lot line shall be utilized for directional signs, landscaping, and ingress and egress only. All directional signs must have a breakaway base.
3. No sign shall project higher than 20 feet above curb level when located 20 feet back from the front lot line. For every additional four feet set back from the minimum 20 feet, the height may be increased by an additional one foot to a maximum height of 40 feet.
4. One street frontage sign shall be permitted, and such sign shall advertise only the name and location of the industrial use.

Real Estate Signs ("For Sale", "Sold", and "For Rent") in an Industrial District

1. A maximum of one sign per zoning lot shall be permitted. Exception: On a corner lot, two such signs shall be permitted, one facing each street.
2. No sign shall exceed 12 square feet in area.
3. All signs shall be located within seven feet from the front lot line. No sign shall project more than seven feet six inches above curb level.
4. Sign permits must be renewed every four months.

Industrial Park Signage

1. One additional sign on each street frontages shall be permitted subject to the following:
2. Such sign shall advertise only the name and location of such industrial park and the name and type of business of each occupant of the park.
3. The gross area in square feet of all signs shall not exceed 1.5 percent of the gross lot area or 300 square feet, whichever is larger, up to a maximum of 500 square feet. Where more than three signs are located on any zoning lot, each succeeding sign, respectively, shall reduce the total allowable sign area by 20 percent.
4. No sign shall project higher than 15 feet above the curb level when located 20 feet back from front lot line. For every additional four feet set back from the minimum 20 feet, the height may be increased by an additional one foot to a maximum height of 40 feet.