



VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING MASTER SIGN PLAN ADDENDUM

REQUIRED SUBMITTALS

	General Application
	Hearing Fee (<i>\$500 base fee plus \$250 per sign type</i>)
	Legal Description typically found on the tax bill, deed, or plat of survey.
	Current Plat of Survey drawn to scale showing all signs proposed and existing on the property. All existing improvements must be shown and setback dimensions from all adjacent property lines and interior roadway and paths must be shown.
	A scaled drawing of each sign. Drawings must include all foundation drawings of ground signs, renderings of all signs in existing landscapes or on building façade. All wall sign renderings must show the height of the sign from grade to the top of the sign and distance from building edges.
	A project narrative detailing the request. Narrative must include the number, location, type and placement of signs on the property, sign materials and methods of illumination and NIT measurements (daytime and nighttime).

