



## Sign Grant Program Guidelines

**Purpose:** To encourage a higher standard of business signage intended to enhance the aesthetic character of the building and commercial area in accordance with the City of Palos Heights Design Guideline standards.

**Program Description:** Eligible projects can be approved to receive 50% of the cost of design, construction and installation of a sign up to a maximum grant of \$2,000. If the sign grant application includes separate and architecturally compatible lighting for sign illumination, the grant may be approved up to a maximum of \$2,500.

### Criteria & Eligibility

- Must be located in a B or B-1 zoned parcel within the City of Palos Heights with priority given to the Harlem Avenue corridor between 122<sup>nd</sup> Street and 124<sup>th</sup> Street.
- Applicant is responsible to obtain all necessary permits required prior to beginning work, which will be reviewed by Building Department for City code and ordinance compliance.
- Signage must be in accordance with the City's Design Guidelines and Sign Ordinance, see page 3.
- Applicant must be current with property taxes/assessments, water bill, and in good standing with the City having no fines, debts, violations, etc.
- Business must be located in Palos Heights, and have long term lease, 3 year minimum.
- Priority will be given to structures which are determined to be of primary significance and have the highest impact of improving the aesthetics and functionality of the Palos Heights Business District.
- The City reserves the right to reject or accept submitted proposals based on the availability of funds or final decision of the City Council on the project submittal.

### Eligible Projects

- Awnings or canopies.
- Wood and simulated wood carved or sandblasted signs and signs comprise of individual metal, wood or other natural material lettering.
- Lighting fixtures that are separate and directed on the sign and architecturally compatible with the building.
- Repairs to wall when old signs removed.
- Plastic channel letter signs with or without internal lighting if appropriate.
- Bringing non-conforming signs into compliance.

### Non-Eligible Projects

- LED or Electrical Image Signs
- Monument Signs (\*Unless removing non-conforming pole sign for compliance)
- Temporary Signs
- Face Changes, i.e. panel replacement in existing box frame
- Painted Signs (except on awnings or canopies)

**Program Application Steps:**

- 1.) Submit a completed application to the Community Development Coordinator including the following:
  - a. Plat of Survey with legal description of subject property,
  - b. Copy of business license certificate,
  - c. Letter of permission of property owner (if applicant is not the owner),
  - d. Color photos of existing signage,
  - e. Colored renderings of proposed signage with height, width, depth dimensions and location on wall,
  - f. Lighting Plan, if applicable.
- 2.) Application is reviewed by staff, if eligible; you will need to further specify your proposed signage improvement including contractor information, your ability to fund the project, timeline of work to be completed, a minimum of two bids for the project, and any other pertinent information/documentation as requested by the City.
- 3.) When the sign installation is complete you will receive reimbursement upon proof by producing waivers that all payments have been made to contractors and suppliers, and that no liens exist.

**Additional Program Information**

- Any reimbursement grants are subject to Federal and State taxes; Form 1099 – consult your tax advisors.
- Changes to the project must be approved by the City, failure to do so may result in termination of eligibility.
- You CANNOT serve as your own contractor unless you are owner/partner in company doing regular business. If doing your own labor (if permitted), ONLY material costs will be reimbursed.
- All approved projects must be completed by December 31<sup>st</sup> of the project year.
- Please contact Community Development Coordinator @ 708-480-3022 with questions.

## Design Guideline Standards

### Page 5 Scale & Design

#### Awnings & Canopies

- Awnings and canopies should be integrated into the façade of all commercial buildings and should be in character of the architectural style of the building.
- Awnings should not appear out of place, ‘forced’ or as an afterthought.
- Awnings should be properly placed above entrances and may extend over storefront windows.
- The color of awnings and canopies should complement and enhance the overall color scheme of the building façade.
- Solid colors or subtle striped patterns should be encouraged.
- Awnings and canopies should be positioned a minimum of eight feet above the sidewalk.
- Awnings should be made of a canvas or durable fabric material that can be easily cleaned. Hard plastic or other materials that could be cracked or broken should be discouraged.
- Back lit awnings and canopies, shingle and mansard canopies, and metal plastic awnings should be discouraged.
- Awnings and canopies may be appropriately illuminated. Lighting, such as goose-neck lighting may be appropriate if it matches the architectural style of the building.

### Page 10 Business Signage

- The size, material, color and shape of building signs should complement the architectural style and scale of the building.
- Wall signage should not project above the cornice line or be mounted on the roof of a building.
- Raised, individual letters mounted directly on the building are encouraged. Box signs are discouraged.
- Signs painted directly on the building façade should be discouraged.

## Chapter 93 Sign Ordinance – Wall Signs

### § 93.80 MATERIALS, DESIGN, APPROVAL FASTENING CHARACTERS.

(A) All wall signs for which a permit is required under this chapter shall have a surface or facing of incombustible noncorrosive material; however, a combustible structural trim may be used thereon. Every wall sign, including the frames, braces, and supports thereof, shall be designated by a structural engineer or manufacturer, and shall be approved by the building commissioner as in compliance with the building code of the city, and by the electrical inspector as in compliance with the electrical code of the city.

(B) All letters, figures, characters, or representations in cutout or irregular form, maintained in conjunction with, attached to, or superimposed upon any freestanding sign, shall be safely and securely built or attached to the sign structure, and shall comply with all the requirements of § 93.52. (Ord. 90-32, passed 10-2-90)

### § 93.81 COPY, TRADEMARKS, INSIGNIAS.

All copy, trademarks, and insignias shall be plastic and illuminated from within. Individual letters may be illuminated indirectly (backlighting) or through plastic letters or stroke fascias. The background of the balance of the signs shall be of less light intensity than the trademarks, insignias, letters, or stroke fascias. (Ord. 90-32, passed 10-2-90)

### § 93.82 LOCATION; PLACEMENT.

No wall sign shall cover wholly or partially any wall opening, nor project beyond the ends or top of the wall to which it is attached. In no case shall a wall sign exceed 75% in length, centered, of the building fascia upon which it is located. No more than one wall sign shall be located on any one wall, nor more than 2 per building. (Ord. 90-32, passed 10-2-90)

### § 93.83 MAXIMUM AREA.

No single wall sign shall exceed an area of 200 square feet. No letter of a wall sign shall exceed a height of 2 feet. (Ord. 90-32, passed 10-2-90; amend. Ord. 92-24, passed 6-16-92)

### § 93.84 MINIMUM HEIGHT.

No wall sign shall be attached to a wall at a height of less than 10 feet above the sidewalk or ground. (Ord. 90-32, passed 10-2-90)

### § 93.85 EXTENSION FROM WALL.

The front facing of a wall sign shall not be permitted to extend more than 10 inches beyond the surface of the building to which it is attached. (Ord. 90-32, passed 10-2-90)

**§ 93.86 OBSTRUCTING OPENINGS.**

No wall sign shall be erected, relocated, or maintained so as to prevent free ingress to or egress from any door, window, or fire escape. (Ord. 90-32, passed 10-2-90)

**§ 93.87 BRACING; SUPPORT.**

All wall signs shall be safely and securely attached to the building wall by means of noncorrosive metal anchors, bolts, or expansion screws of not less than 3/8 inch in diameter embedded in the wall at least 5 inches; however, wall signs may rest in, or be bolted to strong, noncorrosive heavy metal brackets or saddles set not over 6 feet apart, each of which shall be securely fixed to the wall as hereinbefore provided. In no case shall any wall sign be secured with wires, strips of wood, or nails. (Ord. 90-32, passed 10-2-90)

**§ 93.88 STRENGTH.**

All wall signs shall conform to the requirements of § 93.51. (Ord. 90-32, passed 10-2-90)

**§ 93.89 PAINTED WALL SIGNS.**

Painted wall signs shall be allowed only by the approval of the city council. (Ord. 90-32, passed 10-2-90)

**§ 93.90 SIGNS IN B-1 DISTRICT NOT TO EXCEED 40% OF SURFACE.**

A sign in the B and B-1 District shall not exceed 40% of the surface of the side of the building upon which it is located. (Ord. 92-13, passed 4-7-92)

**CONSTRUCTION SPECIFICATIONS GENERALLY**

**§ 93.50 PAINTING REQUIRED; CLEANING.**

The owner of any sign regulated by this chapter shall be required to have properly painted at least once every 2 years the facing and all parts and supports of the sign, unless the same are constructed of noncorrosive material, in which event they shall be cleaned at least once every 2 years. (Ord. 90-32, passed 10-2-90)

**§ 93.51 STRENGTH.**

All signs and other advertising structures shall be designed and constructed to withstand a wind pressure of not less than 40 pounds per square foot of area, and shall be constructed to receive dead loads as required in the building code or other ordinances of the city. (Ord. 90-32, passed 10-2-90)

**§ 93.52 SMOOTH SURFACE.**

All signs or other advertising structures which are constructed on street lines, or within 5 feet thereof, shall have a smooth surface, and no nails, tacks, or wires shall be permitted to protrude therefrom, except electrical reflectors and devices which may extend over the top and in front of the advertising structures. (Ord. 90-32, passed 10-2-90)

**§ 93.53 REFLECTORS; GLARE.**

Gooseneck reflectors of any kind shall not be permitted on ground signs and wall signs. Lights shall be permitted on ground signs and wall signs; however, any lights shall be installed only in a manner that the direct rays of the lights are concentrated on the sign, and shall not cause a glare on the street or nearby property, or the reflectors shall be provided with the proper glare lenses concentrating the illumination upon the area of the sign so as to prevent glare upon the street or nearby property. (Ord. 90-32, passed 10-2-90)

**§ 93.54 MAINTENANCE.**

All signs, together with all of their supports, braces, guys, and anchors, shall be kept in repair and in a proper state of preservation. The display surfaces of all signs shall be kept neatly painted at all times. (Ord. 90-32, passed 10-2-90)

## Sign Grant Program Application

Prior to completing this application please review the City of Palos Heights Sign Grant Program information packet in order to ensure compliance with program guidelines.

<b>Applicant Information</b>	
Name	Address
Phone	Email

<b>Property Information</b>		
Business Name	Address	PIN#
Owner	Year Purchased/Leased	Lease Expiration Date

**Description of Sign & Lighting Improvements:**

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**Cost Estimate Breakdown:**

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<b>Contractor Information</b>		
Firm Name	Contact Name	
Address	Phone	Email

**Please attach the following information: legal description, color photos of storefront, survey plat, owner permission letter (if different than applicant), drawing of proposed improvements, and any other pertinent information.**

I, \_\_\_\_\_, hereby make application to the City of Palos Heights for a Sign Reimbursement Grant in the amount of \$\_\_\_\_\_.

I understand that my application must be approved by the City and that it must conform to City codes and agreed upon design guidelines, as well as specific design recommendations of the City of Palos Heights. I have read a copy of the Sign Grant Program Agreement provisions. If approved, I understand that all work performed is subject to development, building, permit, and agreement provisions. The City and the Owner/Lessee do hereby agree as follows:

provisions of this Agreement, or complete all improvements in accordance with the approved plans and specifications will be deemed a breach of this Agreement.

**Section 6: UNRELATED IMPROVEMENTS –**

Nothing contained in this Agreement is intended to limit, restrict, or prohibit the Owner/Lessee from undertaking additional work in or about the subject premises, which is unrelated to the approved improvements provided for in this Agreement.

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Applicant Signature

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Date

**Please return completed application to:**

Community Development Coordinator  
The City of Palos Heights  
7607 W. College Drive  
Palos Heights, IL 60463

Authorized by City of Palos Heights

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Mayor Robert S. Straz

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,