

**Village of Vernon Hills**  
**Community Development Department**  
**290 Evergreen Drive, Vernon Hills, IL 60061**  
**Phone 847-367-3704 - Fax 847-367-2541 - <http://www.vernonhills.org>**

**SIGN VARIANCE/APPROVAL PROCEDURE**

This handout is to serve as a guide for requesting a variance to the Village of Vernon Hills Sign Ordinance. While it is preferred signage complies with the standards set forth in the ordinance, an exceptional circumstance may warrant consideration for a variance.

**Reviewing Board – Village Board**

Variance requests for businesses located in the *Rivertree, Market Place North, Market Place South, and Corporate Woods* developments shall be presented directly to the Village Board.

**Required Information:**

26 sets, stapled in the following sequence.

1. Cover letter explaining variance being requested and exceptional circumstances that warrant granting a variance.
2. **Color rendition(s) of sign.** Showing dimensions and materials.
3. Location of sign on building or site.
4. No fee is required.

**Submittal and Hearing Date Information**

The Village Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The applicant shall submit the 26 sets of the aforementioned information to the Building Commissioner a minimum of fourteen (14) days prior to a Village Board meeting.

**Reviewing Boards – Zoning Board of Appeals & Village Board**

Variance requests for businesses not located in developments listed above.

**Required Information – Initial Submittal & Fee**

Obtain Zoning Board of Appeals Variance Application and Information packet from the Building Department. Follow outlined instructions. 9 sets, stapled in the following sequence.

1. Zoning Board of Appeals Application
2. Statement of Hardship and Unique Circumstances that warrant granting a variance.
3. **Color rendition(s) of sign.** Showing dimensions and materials.
4. Location of sign on building or site.
5. List of property owners located within a 250' radius of property.
6. The fee is \$350 plus a \$60 notification sign deposit (Total \$410).

**Submittal and Hearing Date Information**

The submittal deadline(s) and Zoning Board of Appeals hearing date(s) are specified in the application and information packet. After the Zoning Board of Appeals meeting the variance request will be placed on an upcoming Village Board meeting. The variance hearing process generally will take between 45-60 days to complete.

**Inquiries and Questions**

Please direct all inquiries and questions to the Village's Electrical Inspector or Building Commissioner at (847) 367-3704.