

**GUIDELINES**

- Step 1 - Please fill out the table below to provide the Sign Code and Permit requirements for the project.
  - Send back the filled out form together with the **photo of building or tenant's space.**
- Step 2 - Complete the requirements for the Sign Permit application to start the process.
- Step 3A - If the Sign Permit application needs to be mailed to the City, the Client will need to set up a UPS account to mail the documents. We will handle creating a label from the UPS account that the Client's created. (See pages HOW TO CREATE UPS ACCOUNT)
  - After creating a UPS account, send all the requirements to us so we can compile everything and we will send it back to you with a label for mailing.
- Step 3B - If the Sign Permit application will be sent via email or online application only, Client needs to send all the requirements to Signage Permit Consultants to start the application process.
- Step 4 - You will receive an update every 4 days or weekly for the status of Sign Permit application.

Project Name : Club Pilates	Date :
Project Address : 2829 Pfingsten Rd, Glenview, IL 60026	

BUSINESS INFORMATION / CLIENT		
Company legal name including DBA: Club Pilates		
Business Address : 2829 Pfingsten Rd, Glenview, IL 60026	City : Glenview	State, Zip Code : IL 60026
Phone number : 847-339-7506	Email : wes@xr-partners.com	Fax : N/A
Owner's name / Client : Jay		
Home Address : 4201 Lake Cook Rd #100, Northbrook, IL 60062	City : Chicago	State, Zip Code : IL 60659
Phone number : 847-239-7506	Email : wes@xr-partners.com	Fax : N/A

LANDLORD INFORMATION		
Property Owner's Full Name: N/A	Position : N/A	
Company Name : NP Glenbrook, LLC c/o Crossroads Partners		
Address : 4201 Lake Cook Rd #100	City : Northbrook	State, Zip Code : IL 60062
Phone number : 847-239-7506	Email : wes@XR-partners.com	Fax : N/A

BUILDING OR TENANT'S SPACE INFORMATION	
Space Length : 40 ft	Space total floor area : ---
Space Width : ---	Height of wall (1st floor only) : 16 ft
Building Length : approx 520 ft (google map)	Lot Length : approx 570 ft (google map)
Building Width : ---	Lot width : approx 480 ft (google map)



Length must be the front of building or lot

**CODE RESEARCH**

Client's Name: GREENFIELD PROPERTY CONSULTANTS

Zoning: B-2

Business Name: GREENFIELD

Address: 2829 Pfungsten Rd,

City/State/Zip Code: Glenview, IL 60026

Note: Client wants to apply permits for and install a wall sign and non-illuminated ground sign faces.

**GROUND SIGNS**

Are ground signs allowed? Yes:  Pole: \_\_\_\_\_  
No:  Monument:

Number of Signs allowed: N/A (existing monument) Distance to adjacent Ground Signs: N/A (existing monument)

Maximum SF allowed per face: N/A (existing monument)

Maximum sign height: \_\_\_\_\_

Minimum setback from lot: N/A (existing monument)

Maximum overall height: N/A (existing monument)

Minimum setback from building: N/A (existing monument)

Visibility triangle: N/A (existing monument)

Lighting restrictions: \_\_\_\_\_

Sign area formula: N/A (existing monument) - face replacement only

NOTES: Sign faces shall be constructed of an opaque surface.  
Website addresses are not recommended per the Design Guidelines.  
The sign shall be constructed of similar or compatible architectural elements as the building(s).  
A sign shall prominently display the building address (with numerals) that are a minimum height of 6"  
Signs shall incorporate negative space(the space around the text and graphics) to provide for a balanced design on the sign.  
Text Height: for legibility, primary text should have a minimum height of 4"

**WALL SIGN**

Are wall signs allowed? Yes:  No:

Number of Signs allowed: 1

Maximum Projection: 12"

Maximum SF allowed: 32 sq.ft

Maximum Sign height: 18"

Maximum logo height: 24"

Maximum sign width: within tenant space

Maximum height of sign from ground: \_\_\_\_\_

Maximum letter height: 18" ; minimum 6"

Is area transferable to another elevation: Yes:

Projection of sign to roof line: not allowed

No:

Lighting restrictions: Follow Chapter 18-Building and Building Regulations ~ Article 4-Electrical Code

Sign area formula: 5% of store front facade

NOTES: Specialized letters can extend to 24" , wireway should be 3" in depth ; In a multitenant shopping center, the overall height of a wall sign may exceed the general letter size with Appearance Commission approval, but may not exceed the overall sign area.  
- Colors, materials and lighting should be restrained and harmonious with the building architecture and adjacent signs.  
- In the instance of sign replacements, the surface shall be restored when the old sign is removed and the new sign (letters, logos, base, raceway, graphics, etc.) is attached to remove evidence of prior signage, such as nail holes, rust stains, discoloration from weathering, or shadowing of the old sign.  
-Letterforms are stencil cut through the surface of the sign and filled with pushthru acrylic forms with an interior diffuse

**PERMIT REQUIREMENTS**

Permits can be applied via: Mail  Email  Online Portal

Permits can be applied by: Owner:  Contractor:  Authorized agent:

Signature required on application: Owner:  Contractor:  Authorized agent:

Business License required?: Yes:  No:

Sign Contractor registration required: Yes:  No:

Electrician registration required: Yes:  No:  - Electrician License in IL only if illuminated

Is inspection required: Yes:  No:

Timeframe of review: \_\_\_\_\_ Size of documents: letter

Documents required: 1- Commission Application for Development Review 4- Copy of Electrician license  
 2- Acknowledgement letter of property owner 5- \_\_\_\_\_  
 3- Drawing with site plan 6- \_\_\_\_\_

Cost of permit: \$200 Other permit cost: \_\_\_\_\_

Is there a design review board th: Yes:  No:

NOTES: Please complete the dimensions of drawing, height of logo and letters, total height and width of sign width and height of tenant space, distance of sign from left and right of tenant space.

Need to attend the meeting in person, meeting is every 1st and 3rd Wednesday of the month.

**VARIANCE REQUIREMENTS**

Permits can be applied via: Mail  Email  Online Portal

Permits can be applied by: Owner:  Contractor:  Authorized agent:

Signature required on application: Owner:  Contractor:  Authorized agent:

Is there a zoning board meeting: Yes:  No:  No of meetings: \_\_\_\_\_

Person allowed to attend to attend the meeting: Owner:  Contractor:  Authorized agent:

Timeframe of review: \_\_\_\_\_ Size of documents: \_\_\_\_\_

Cost of application fee: \_\_\_\_\_ Is the fee refundable: \_\_\_\_\_

Documents required: 1- \_\_\_\_\_ 4- \_\_\_\_\_  
 2- \_\_\_\_\_ 5- \_\_\_\_\_  
 3- \_\_\_\_\_ 6- \_\_\_\_\_

NOTES: \_\_\_\_\_

# PROJECT SCHEDULE

SIGN TYPE/ DESCRIPTION:	QTY.:	PG.
A. FRONT-LIT AND BACK-LIT PLEX-FACE CHANNEL LETTERS WITH BACKER / RACEWAY MOUNTED	ONE (1)	2
B. FROSTED VINYL GRAPHICS (6'x52")	FOUR (4)	3
C. FROSTED VINYL GRAPHICS (6'x92")	TWO (2)	3
D. FROSTED VINYL GRAPHIC - LOGO	ONE (1)	4
E. FROSTED VINYL GRAPHICS - OPERATION HOURS	ONE (1)	4
F. MONUMENT - SIGN FACE (DOUBLE SIDED)	FOUR (4)	6

# REVISIONS

REV.	DATE	DB	NOTES
00	00/00/2022		

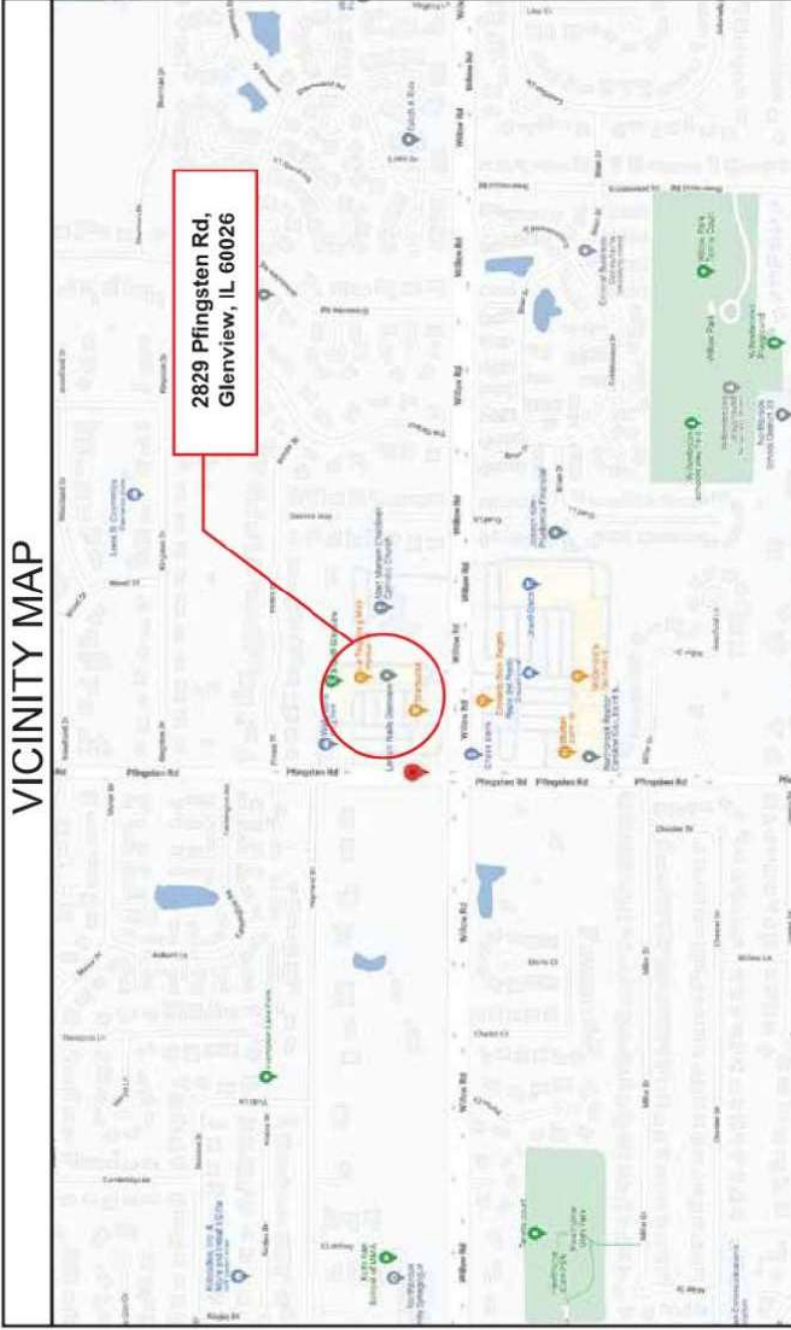
PROJECT:



**CLUB PILATES**

**2829 Pflingsten Rd, Glenview, IL 60026**

# VICINITY MAP



**CLIENT & LOCATION**  
**2829 Pflingsten Rd,**  
**Glenview, IL 60026**

**CLUB PILATES**

**CLIENT APPROVAL:**  
**LANDLORD APPROVAL:**

**SM - PM**  
 Mich

**LEAD NO.:**

10.18.2022

**DATE STARTED:**

10.18.2022

**REVIEWED BY:**

LEO

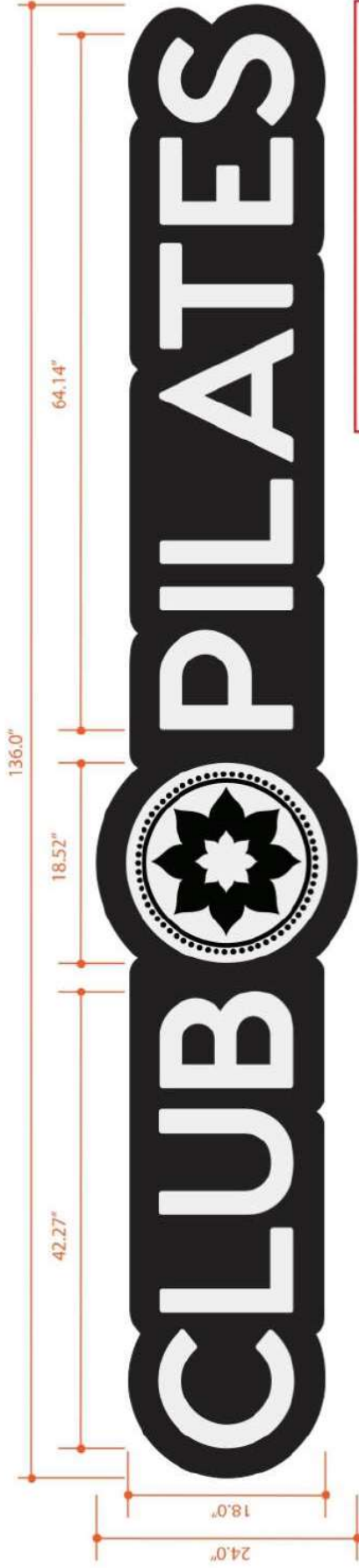
**DRAWN BY:**

LEO

**SEG. NO.:**

1 OF 8

**SHEET NO.:**

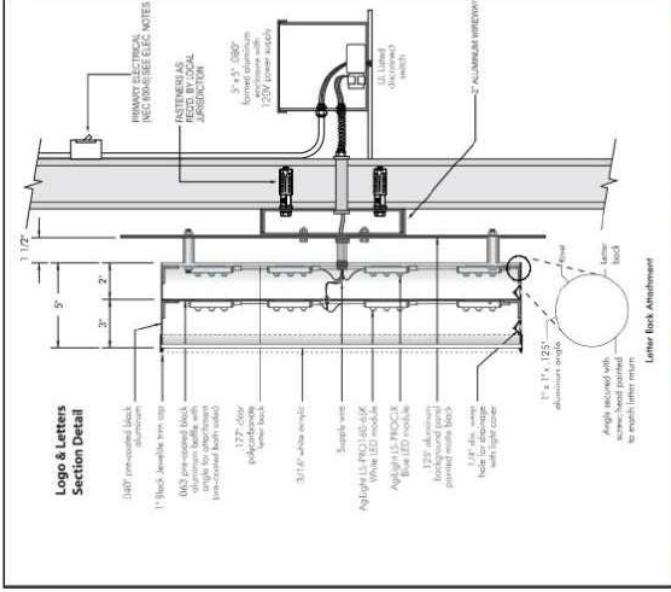


**NOTE: SITE SURVEY NEEDED**

**A** Front & Reverse-It Plex-Face Channel Letters w/ raceway and LED. • Front View  
**INTERNALLY ILLUMINATED PLASTIC FACE CHANNEL LETTERS**

- QUANTITY:** ONE (1)
- Overall Height:** 24.0"
- Overall Length:** 136.0"
- Total Sq.Ft.:** 22,666 ft<sup>2</sup>
- Returns:** PMSWRISCO PRE-COATED WHITE ALUM. COIL
- Backs:** PMSWRISCO PRE-COATED BLACK ALUM.
- Trimcap:** JEWELITE BLACK
- Face:** #7328 WHITE ACRYLIC
- First-surface translucent vinyl:** 3M #7725-12 BLACK OPAQUE VINYL
- Raceway:** BLACK COLOR RACEWAY
- Illumination:** AGILIGHT LS-PRO160-65K WHITE LED MODULE  
 AGILIGHT LS-PROCLR BLUE LED MODULE
- Backer Plate:** ALUMINUM WITH PANTONE 185C

- NOTES:**
- WHITE interiors for increased illumination
  - All paint two-stage automotive acrylic



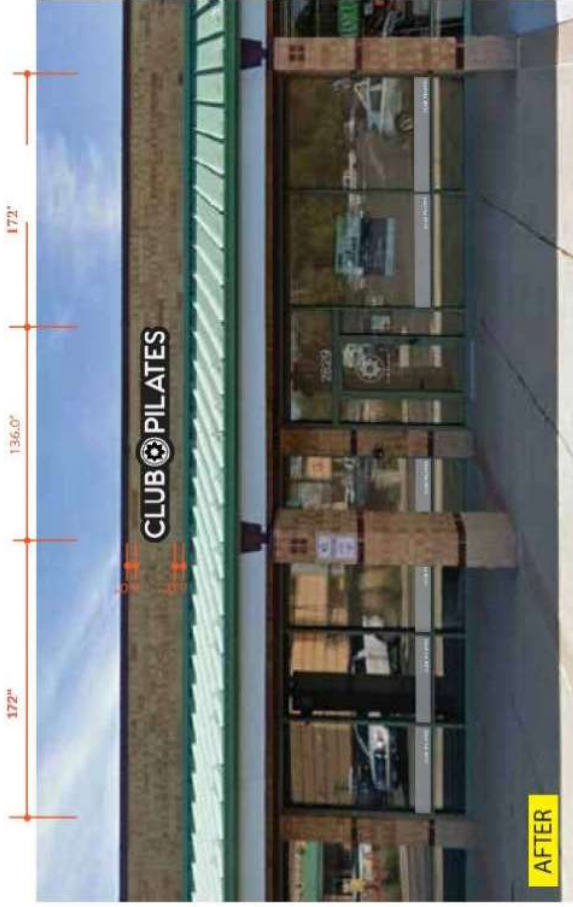
**ELECTRICAL NOTES**

Sign Company DOES NOT provide primary electrical to sign. Power to the sign must be done by a licensed electrical contractor or licensed electrician. Each sign must have:

1. A minimum of one dedicated 120V 20A circuit
2. Junction box installed within 6 feet of sign
3. Three wires: Line, Ground, Neutral



 <b>CLUB PILATES</b>	<b>CLIENT &amp; LOCATION</b> 2829 Pfingsten Rd, Glenview, IL 60026		<b>CLIENT APPROVAL:</b> LANDLORD APPROVAL:	<b>LEAD NO.:</b> SM - PM Mich	<b>DATE STARTED:</b> 10.18.2022	<b>REVIEWED BY:</b> LEO	<b>SHEET NO.:</b> 2 OF 8
	2829 Pfingsten Rd, Glenview, IL 60026		LANDLORD APPROVAL:	SM - PM Mich	10.18.2022	LEO	2 OF 8



**NOTE: SITE SURVEY NEEDED**

HEIGHT OF STORE - 16 FT.



**CLIENT & LOCATION**  
 2829 Pfringsten Rd,  
 Glenview, IL 60026



**CLIENT APPROVAL:**  
 LANDLORD APPROVAL:

**LEAD NO.:**  
 SM - PM  
 Mich

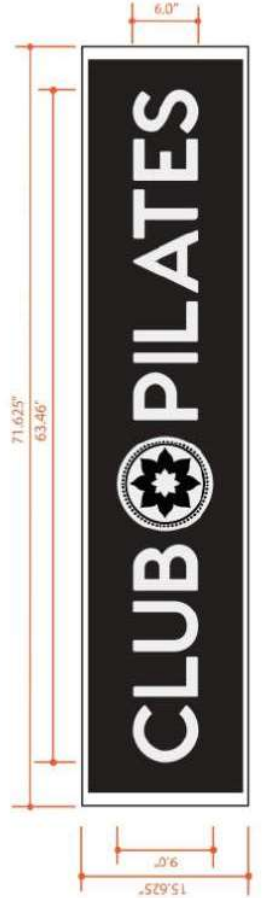
**DATE STARTED:**  
 10.18.2022

**REVIEWED BY:**

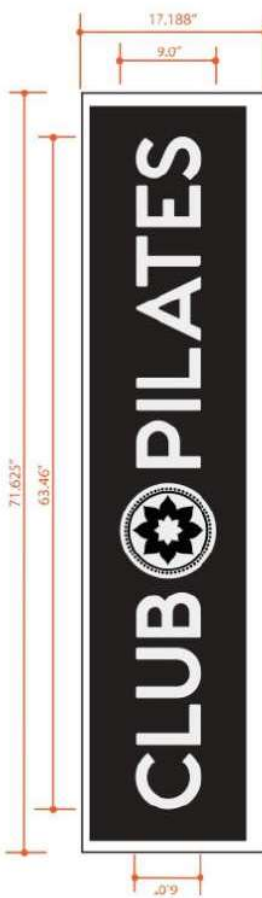
**SHEET NO.:**  
 5 OF 8

**DRAWN BY:**  
 LEO

**SEG. NO.:**



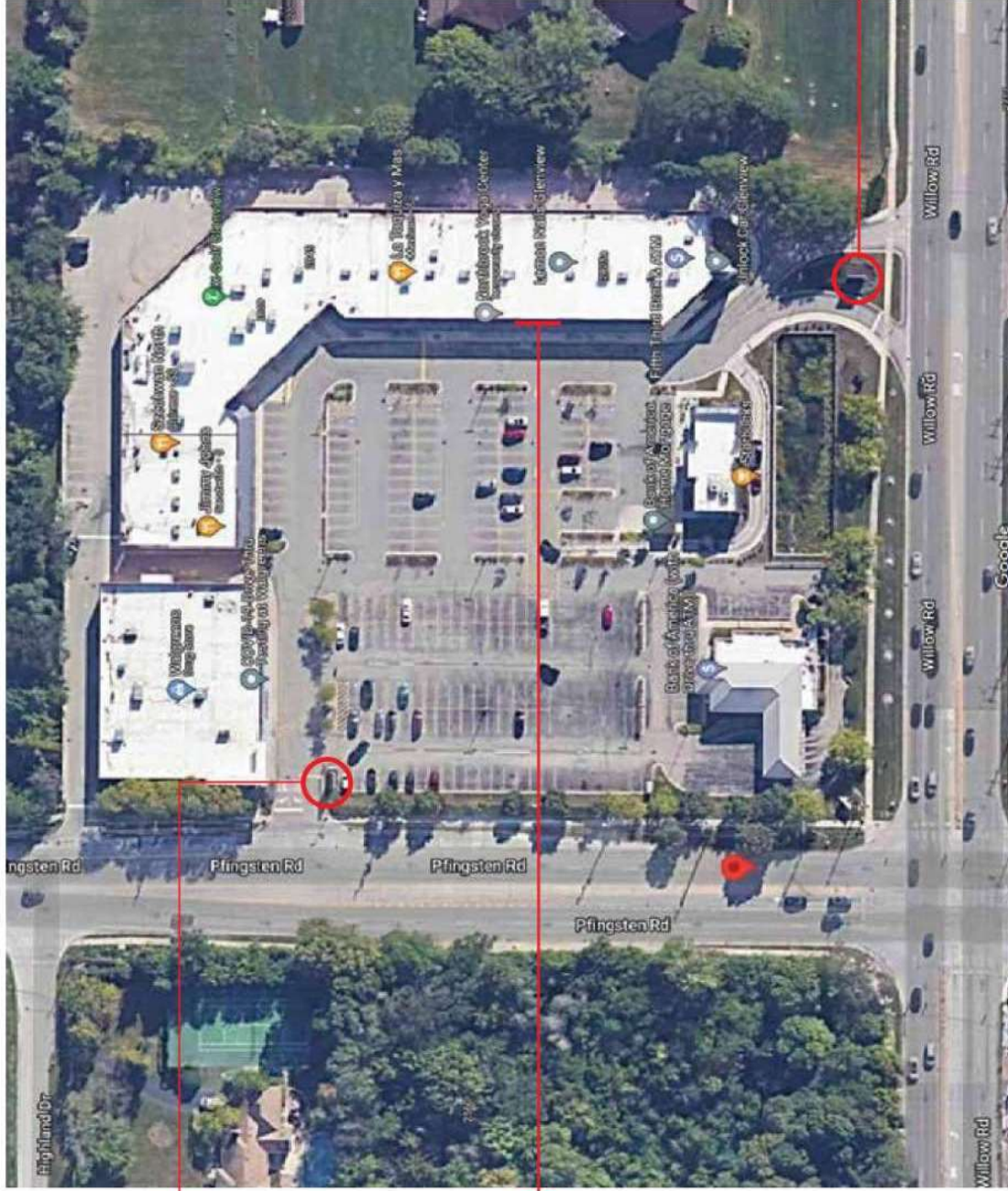
**D1** Monument sign graphics - LOGO  
**QUANTITY:** TWO (2)  
**Overall Height:** 15.625"  
**Overall Length:** 71.625"  
**Total Sq.Ft.:** 7.770 SF  
**Face:** White Polycarbonate  
**First-surface vinyl sticker:** 3M 3625-22B Opaque Blockout Vinyl reverse out white



**D2** Monument sign graphics - LOGO  
**QUANTITY:** TWO (2)  
**Overall Height:** 17.188"  
**Overall Length:** 71.625"  
**Total Sq.Ft.:** 7.770 SF  
**Face:** White Polycarbonate  
**First-surface vinyl sticker:** 3M 3625-22B Opaque Blockout Vinyl reverse out white



 <b>CLIENT &amp; LOCATION</b> 2829 Pflingsten Rd, Glenview, IL 60026 CLUB PILATES	<b>CLIENT APPROVAL:</b>  <b>LANDLORD APPROVAL:</b>	<b>LEAD NO.:</b> SM - PM Mich	<b>DATE STARTED:</b> 10.18.2022 <b>DRAWN BY:</b> LEO	<b>REVIEWED BY:</b>  <b>SEG. NO.:</b>	<b>SHEET NO.:</b> 6 OF 8
					



MONUMENT SIGN A

WALL SIGN

MONUMENT SIGN B



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 Glenview, IL 60026

CLUB PILATES

CLIENT APPROVAL:  
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LEAD NO.:  
 SM - PM  
 Mich

DATE STARTED:  
 10.18.2022  
 DRAWN BY:  
 LEO

REVIEWED BY:  
 SEG. NO.:  
 7 OF 8

SHEET NO.:



# CLUB PILATES



2829

NO  
PARKING  
FIRE  
LANE

A·R·C  
REAL ESTATE

# GLENBROOK MARKETPLACE

**STARBUCKS**

**ATHLETICO**  
PHYSICAL THERAPY

*Walgreens* |  labcorp

  
FIFTH THIRD BANK

**X GOLF**

 **JIMMY JOHN'S**

Glenbrook Cleaners

**Lemon Nails**

**MY SALON** *Suite*<sup>®</sup>

**KUMON**  
MATH. READING. SUCCESS.

**CLUB**  **PILATES**

 **NORTHPOND**  
PARTNERS

**2823 - 2871**

# GLENBROOK MARKETPLACE

**STARBUCKS**

**ATHLETICO**  
PHYSICAL THERAPY

*Walgreens* |  labcorp

  
FIFTH THIRD BANK

**X GOLF**

 **JIMMY JOHN'S**

**Szechwan North**

**Glenbrook Dentist**

**La Taquiza**

**CLUB  PILATES**

**MY SALON**  
*Suite*®

**2823 - 2871**

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# BUILDING PERMIT

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**PERMIT#:** [REDACTED]

**DESCRIPTION:** DAC2023-015 Club Pilates One (1) illuminated wall sign and two (2) sets of tenant panels for the existing multi-tenant ground signs

**CLASSIFICATION:** Sign

**ADDRESS:** 2829 Pfingsten Rd

**ZONING:** B-2

**DATE ISSUED:** 1/17/2023

Place this permit card in a conspicuous location on private property either at or near the primary building entrance facing the street.

No framework shall be initiated until a Spot Survey has been submitted to and approved by the Community Development Department.

To obtain an inspection, call (847) 904-4320.

APPROVED BY:



## Village of Glenview

Community Development Department

2500 East Lake Avenue

Glenview, Illinois 60026

Phone: (847) 904-4340

Fax: (847) 724-1752