

AWN



VILLAGE OF WINNETKA, ILLINOIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

AWNING PERMIT APPLICATION

Important note regarding Awning Code changes

Effective March 4, 2003, awning regulations were modified to permit rigid, non-retractable awnings to project over public property. In conjunction with the change to allow rigid awnings, the awning regulations were modified to increase the required clearance between the sidewalk and the bottom of the awning to 8 feet. All new awnings, whether retractable or rigid must comply with the required 8-foot clearance between the sidewalk and bottom of the awning fabric. Existing awnings which are less than 8 feet above the sidewalk, but not less than 7 feet above the sidewalk, may have their existing framework recovered with new fabric and will not be required to increase their height. Awnings which require any portion of their framework altered or replaced must be modified to comply with the current 8-foot clearance requirement.

Process for approval of awnings

All new and modified awnings are subject to issuance of a permit prior to commencement of work. Permits are issued following approval by the Winnetka Design Review Board. The Design Review Board meets on the third Thursday of each month (the deadline for applications is included in the attached meeting calendar). Applicants and/or their representatives are required to attend the Design Review Board meeting in order to address issues raised by Board members.

The Design Review Board evaluates awning permit applications for consistency with the *Village of Winnetka Design Guidelines*. A copy of the complete Design Guidelines can be requested by contacting the Community Development Department at 847.716.3527. The Design Guidelines are also available online at www.villageofwinnetka.org.

Upon approval by the Design Review Board, you will be contacted within 1-2 business days to pick up your permit. You may inquire about the status of your permit by calling the Community Development Department at 847.716.3527.

Coordination with other building alterations

Signs – If other signs such as window or wall signs are proposed, such as when a new tenant is to occupy a space, please submit a separate Sign Permit Application, together with a consolidated sign and awning plan showing both awning and sign details. The specific requirements for awning plan details are noted on the following pages.

Other building alterations – Where awnings are proposed together with other building alterations such as changing paint color or façade materials, or other exterior building alterations, plans and specifications detailing such changes shall be submitted together with an application for Certificate of Appropriateness.

To expedite the design review process, please submit awning, sign and other alteration plans simultaneously.

Design objectives for commercial awnings, as excerpted from Design Guidelines:

- Awnings on buildings with multiple storefronts shall be uniform in size, shape, and color in order to unify storefronts.
- All awnings located on the same building must be the same color. Awnings should complement and enhance the building, the image of the user, and the district as a whole; colors are restricted to earthtones and primary and secondary colors.
- Awnings shall be placed at a minimum height of 8 feet above the sidewalk.
- Awning projection is preferred at 36 inches but will be considered at a projection ranging from 24 inches to 36 inches. Projection should match that of existing adjacent awnings.
- The length of each awning is restricted to the width of the storefront opening. Awnings should not continue over masonry piers.
- Awning forms shall conform to the general shape of the storefront opening; arched openings shall receive ½ round domed awnings, whereas rectangular openings shall receive rectangular, gently sloping planar forms with closed ends.
- Awnings should not obscure or damage important architectural building details.
- Awning scale and proportions are to be appropriate for the building on which they are mounted, as well as the adjacent structures. Vertical and horizontal dimensions of the awning shall be proportional to the projection of the awning from the face of the building.
- Awning signs are intended for tenant identification purposes, and as such are strictly limited to the name of the occupant business and the occupant's logo or trademark, and street address number.
- Awning signs and logos may be placed on the front valence only and shall not exceed 6 inches in height. Lettering and logos may be silkscreen, painted, cutout lettering heat color-transfer, pressure sensitive vinyl films or sewn applique signs.
- Backlit awnings are not permitted.
- Awnings should be taut, not relaxed. Awnings may be constructed of canvas or canvas-like material, including matte finish painted army duck, vinyl-coated cotton, acrylic or vinyl-coated polyester or solution-dyed acrylic.

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to dkirincic@winnetka.org.)

- Complete application form (attached)
- Permit fee - \$160 comprised of \$70 Staff review fee and awning permit fee of \$90, due upon submission
- Scaled elevation drawings including all of the following elements
- Dimension elevation above sidewalk (minimum 8 feet for new awnings and modified framework, 7 feet allowed only for recovering of existing framework)
 - Dimension width, height, and projection of awning from storefront
 - Accurate representation of each awning's placement within storefront opening, showing storefront details (window/door openings, brick masonry storefront piers, sign bands, transom windows, etc.)
- Photos of each storefront opening, clearly showing building details
- Material sample(s) with manufacturer and color specification

V I L L A G E O F W I N N E T K A , I L L I N O I S
DEPARTMENT OF COMMUNITY DEVELOPMENT

AWNING PERMIT APPLICATION

Tenant/Lessee

Name of Business		Primary contact name		Phone No.
Street Address				
City	State	Zip Code	Email	

Awning Company

Name of Awning Company		Primary contact name		Phone No.
Street Address				
City	State	Zip Code	Email	

Property Owner

Name of Company		Primary contact name		Phone No.
Street Address:				
City	State	Zip Code	Email	

AWNING: retractable *or* rigid
 new awning *or* recovering of existing frame

Fabric type and color (attach samples) _____

Dimensions: Length _____, Height _____, Projection from Building Face _____, Clearance from sidewalk _____

AWNING VALANCE SIGN COPY/LOGO: Height ___ inches, Length _____ inches

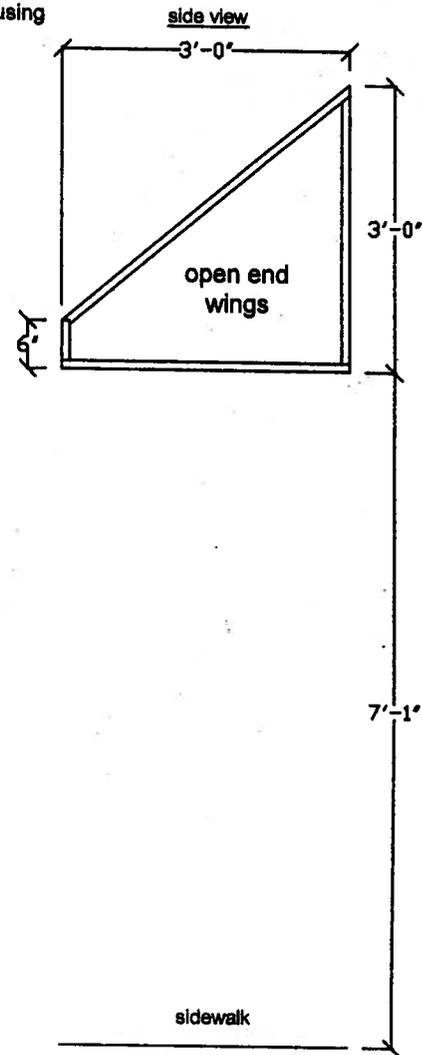
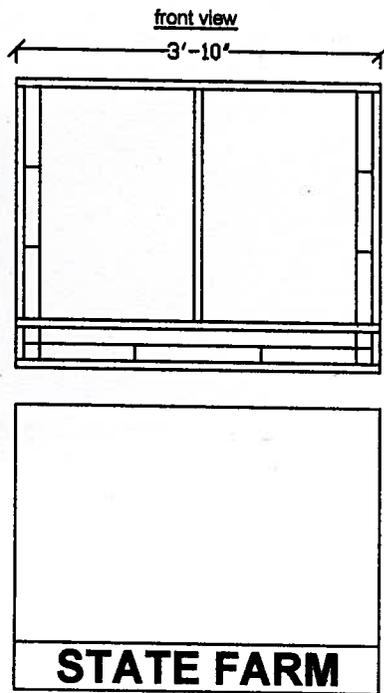
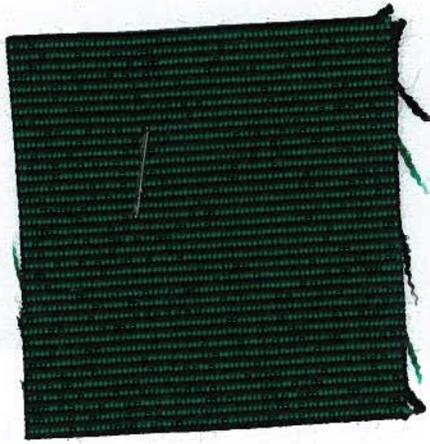
Description of sign material, method of application, and color: _____

OFFICE USE ONLY:

AWNING PERMIT FEE: \$90 EACH	NUMBER OF AWNINGS _____	\$ _____
STAFF REVIEW FEE: \$70	<input type="checkbox"/> WAIVE REVIEW FEE	\$ _____
TOTAL PERMIT FEE:		\$ _____
CONDITIONS OF APPROVAL: _____		

1 Traditional style stationary awning with open end wings and a stationary valance manufactured complete and installed over the east face front entrance door. Frame made of 1" sq. and 1/2" rd. welded galvanized steel tubing with welds ground, primed and painted silver. Awning mounted in doorway with #14 lag screws. Fabric attached by the lace-on method, using Sunbrella material #4605, hemlock tweed.

- Lettering in 4" white letters on valance area AS SHOWN BELOW.



State Farm Insurance
ATTN: Mr. Bob Wells
18 Greenbay Rd.
Winnetka, IL. 60093
scale: 1/2" = 1'-0"
May 27, 2008
rev: June 19, 2008

e. Awnings and Banners

Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see “Forms” below) and color in order to unify multiple storefronts within a single building. The length of the awning is to be restricted to the length of the storefront opening; awnings must not continue over masonry piers. The vertical and horizontal dimension should be proportional to the overall projection of the awning. (See figure 42)



Figure 42

Awning projection is preferred at 36 inches, but awnings will be considered which range from a minimum of 24 inches to a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum and maximum projection. Awnings should be placed at a minimum height of 8 feet above the sidewalk. If awnings are lit it should be from an outside source; no backlit awnings are allowed.

Forms: Awning forms are to conform to the general shape of the opening. Arched openings are to receive ½-round domed awnings, whereas rectangular openings are to receive rectangular, gently sloping; planar forms with closed ends. Valances may be fixed or loose.

Mounting: Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Underpanels are not desired. Frames should be painted to match or compliment the color of the awning cover material or its underside.

Materials: The awning material should be taut, not relaxed. Awning materials may include matte finish painted army duck, vinyl-coated cotton, acrylic-coated polyester, and vinyl-coated polyester or cotton and solution-dyed acrylic. All materials should receive silkscreen, painted, cutout lettering, heat color-transfer, pressure sensitive vinyl films or sewn appliqué signs. Awning signs and logos are limited to a height of six inches, and may be placed on the valance only.

Colors: Awning and banner colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district. All awnings located on the same building must be the same color. Colors should enhance and compliment the building and are restricted to earthtones and primary and secondary colors. Final color selection is contingent on approval by the Design Review Board and compliance with the Village awning ordinance.

Banners should be considered as identification of commercial districts. Banners may be location, event, holiday or sponsor specific and can create a unifying thread between the independent districts. Banners are to be mounted on existing poles by fixed brackets and hardware. The Design Review Board must approve the final design.

All new or replacement Awnings and Banners must comply with Village Ordinances and the Design Guidelines.

f. ADA Compliance:

Federal and State regulations require all public spaces to be accessible. Accessibility alterations shall allow access from either the primary or the secondary facade; additions of elevators or ramps should be designed as an integral element of the building.

Entrances: Commercial and mixed-use facilities should provide first floor access from the primary or secondary facade.

Elevators: Where possible, elevators should be incorporated into the existing building envelope. If physically impossible, the elevator and stair core can be located on the exterior of the building but should be located so as not visible from the main public way.

Ramps: Where required, the slope of the ramp should be as gradual as possible to eliminate the need for handrails. Although a 1:12 slope is permitted, 1:20 is encouraged. A ramp should be an integral design element, reflecting the design of the building it serves and surrounding site. This can be accomplished by concealing the ramp behind a low screen wall.

g. Mechanical Equipment

1. Location

Mechanical Equipment must not be visible from pedestrian view. Roof top equipment should be located either in the center of the roof or in one corner away from the street elevation so as not to be visible from the primary or secondary approach.



Sign Permit Application Submittal Guide

The purpose of this guide is to assist applicants with providing sign permit application submittal information for common commercial signs. Applicants are encouraged to review the [sign permit application form](#), [Chapter 15.60, Sign Regulations](#), of the [Village Code](#) and the [Village's Design Guidelines](#) prior to application submission to determine the proposed sign's compliance with sign regulations & guidelines.

Winnetka Sign Code:

https://codelibrary.amlegal.com/codes/winnetka/latest/winnetka_il/0-0-0-25027

Design Guidelines:

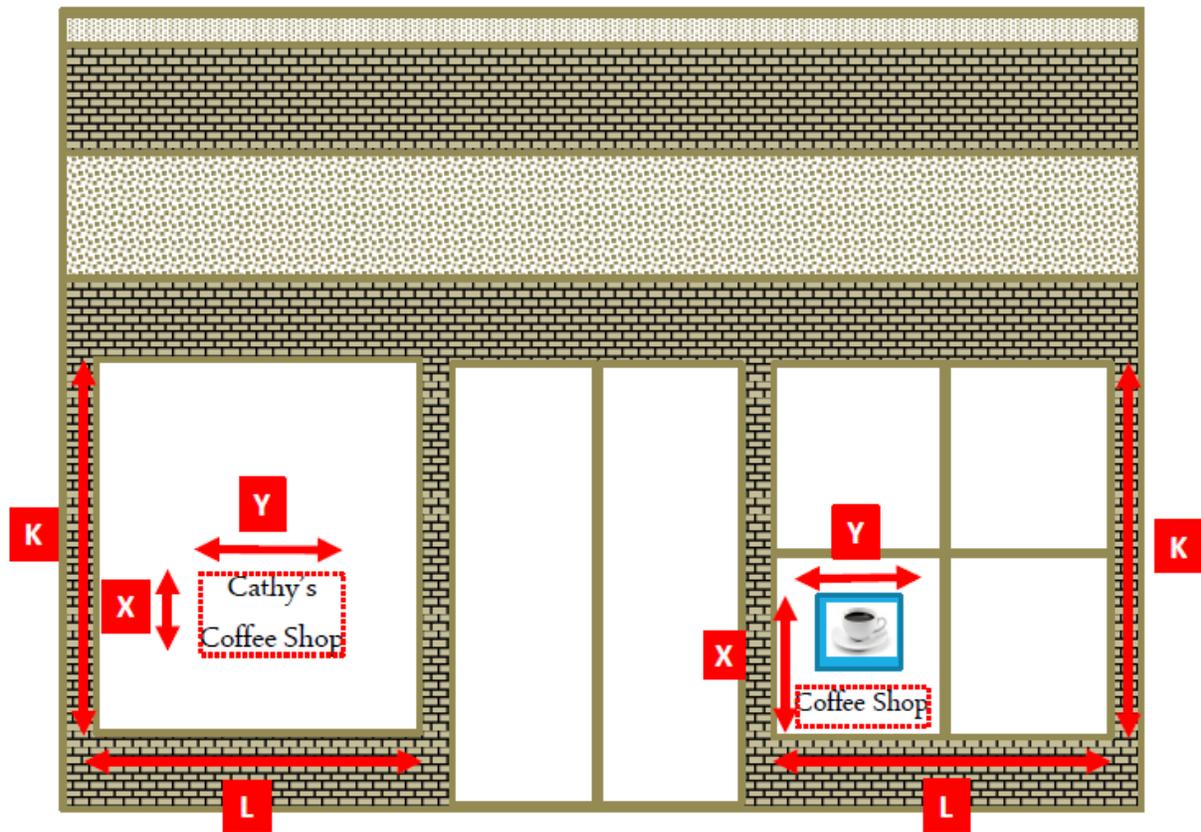
https://codelibrary.amlegal.com/codes/winnetka/latest/winnetka_il/0-0-0-25027

Sign Permit Application Submittal Should Include:

1. Completed Sign Permit Application form
2. Scaled drawing of proposed signs including a description of materials, colors, and type of external lighting
3. Photos of building elevations & existing signs
4. Schedule listing the dimensions and sign area for each existing sign and proposed sign
5. Calculations showing compliance with maximum window sign area, wall sign area, and total sign area
6. Material sample(s) with manufacturer and color specifications
7. The follow slides show (a) how to measure sign area, window area, and street frontage area, (b) where various types of signs can be placed, and (c) other submittal requirements for various types of signs

Window Sign Applications

Must provide following:



1. Sign dimensions and area – The dimensions of the sign must be provided around the entire perimeter area of the sign measured from the farthest points and top-to-bottom.

$$\text{Sign Area} = X * Y$$

2. Window dimensions and area – The height and length of each window opening that will contain a sign. A window sign may occupy no more than 10% of a window opening.

$$\text{Window Area} = K * L$$

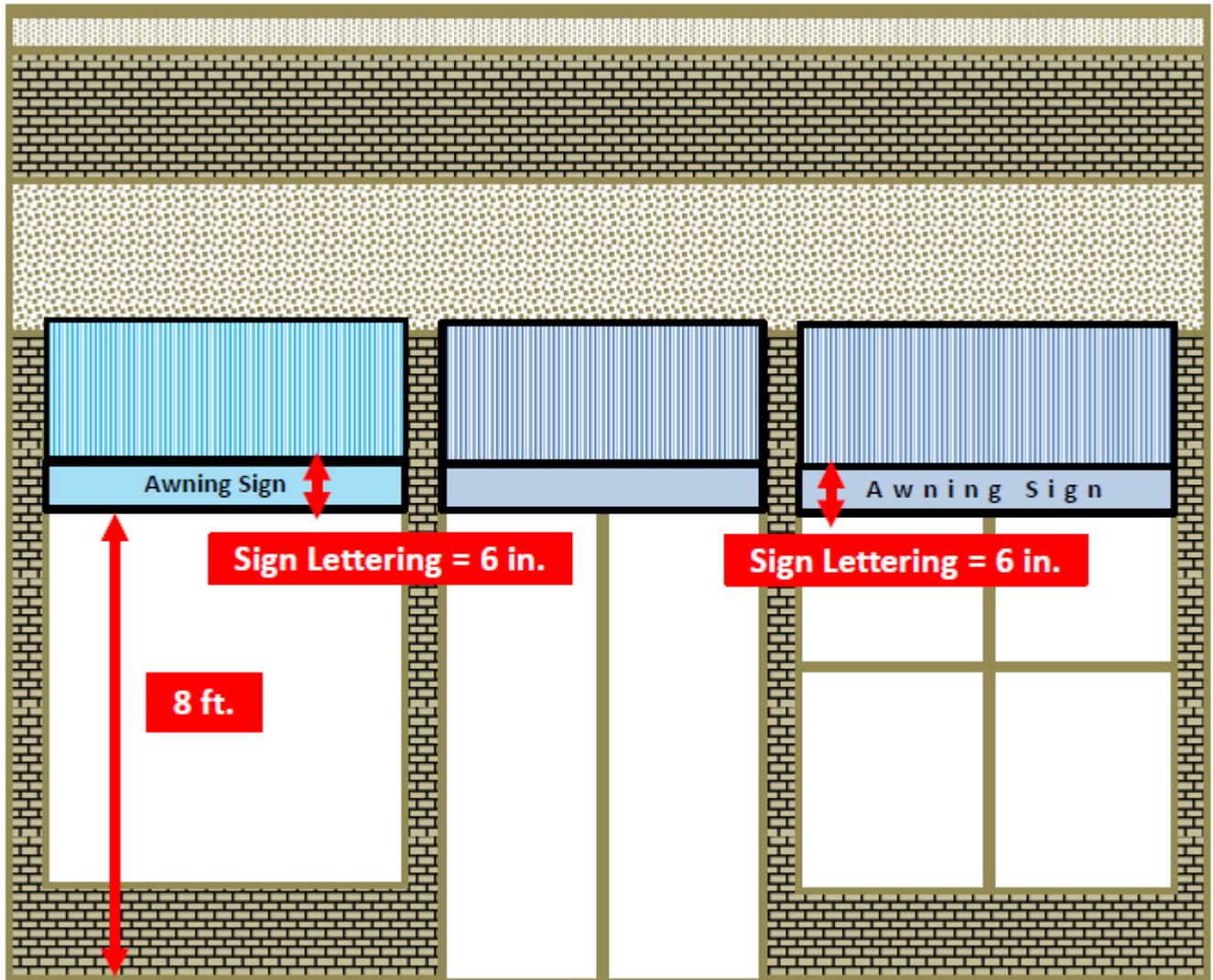
$$\text{Area of All Window Signs} \div \text{Window Area} \leq 10\%$$

3. Sign lettering and details – Indicate the sign color, material, and lettering height, which may be no more than 6 inches in height. Logos may be taller than 6 inches.

4. Sign location – The sign should generally be located in the lower half of the window.

Awning Sign Applications

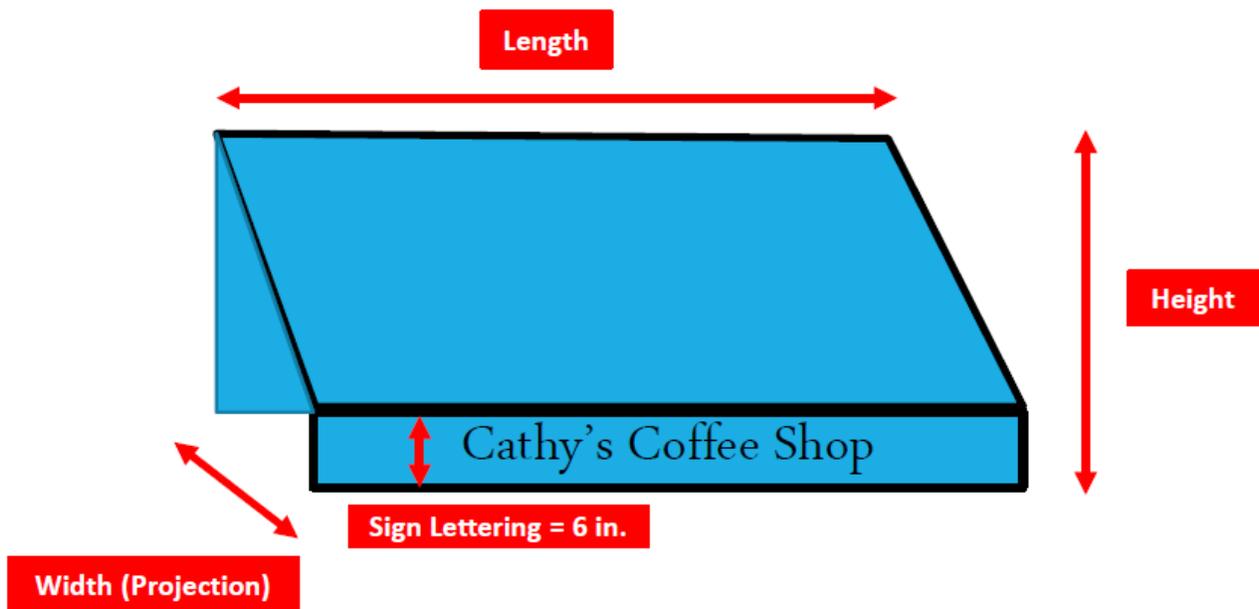
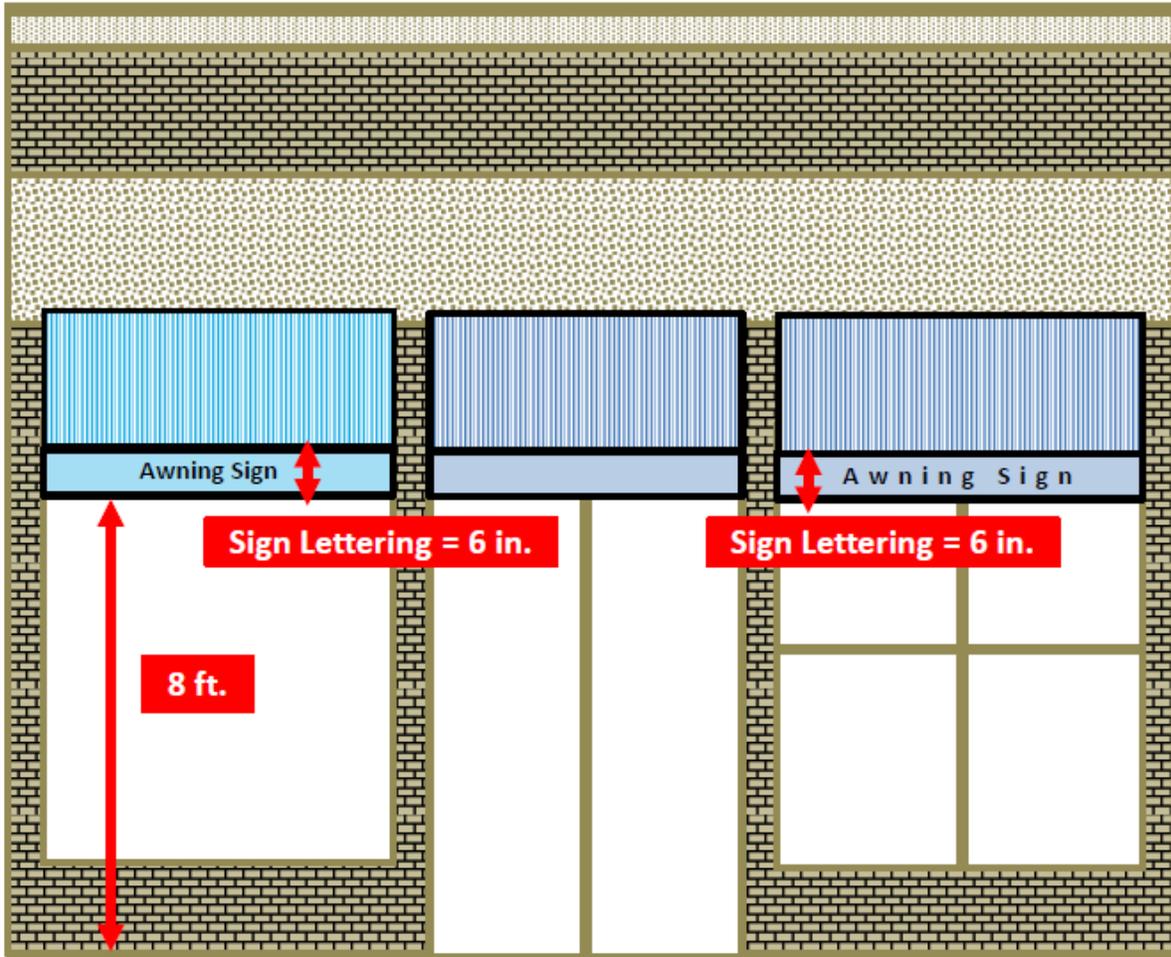
Must provide following:



- 1. Awning height above ground** – The awning must be at least 8 feet from the ground, measured from the bottom of the valance.
- 2. Awning dimensions** – The height, length, and width of the awning must be provided including the projection length from the building. *The awning may extend no more than 75% over the width of the public sidewalk.
- 3. Material type** - The material type and color of the awning frame and fabric should be provided.
- 4. Sign lettering** – Include the material, color, text, and height of the awning sign. The text is limited to six inches in height and may only state the name of the business, street address numbers, and logo/or trademark.

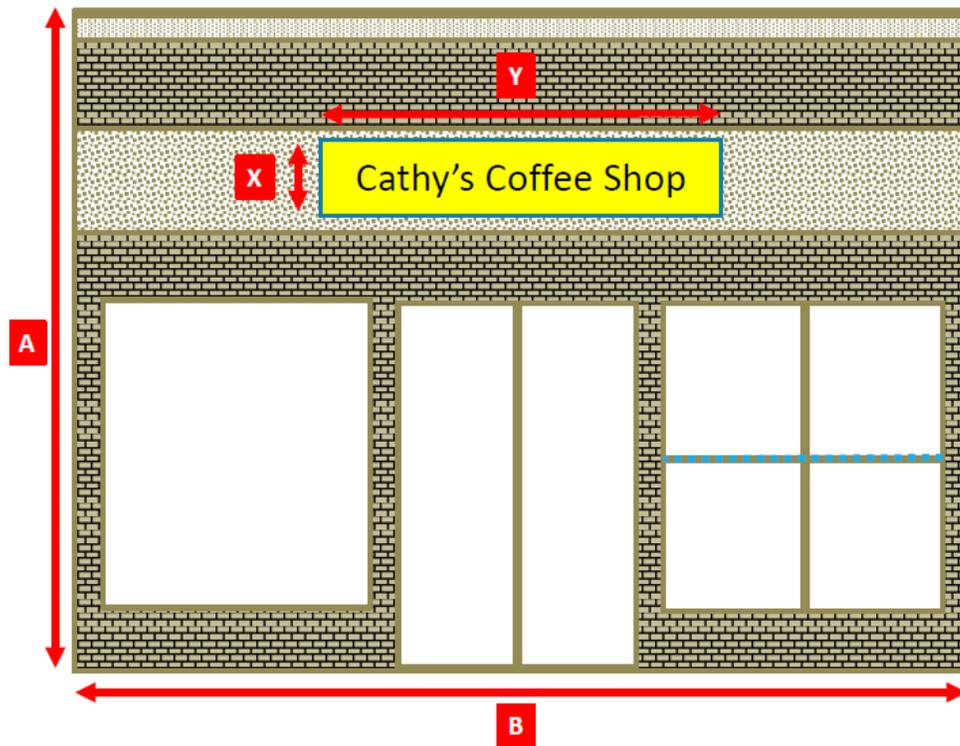
Awning Sign Applications

Awning measurement examples:



Wall Sign Applications

Must provide following:



1. Sign dimensions and area – The dimensions of the sign must be provided around the entire perimeter of the sign measured from the farthest points and top-to-bottom. A wall sign may not be larger than 70 square feet. Sign height (X) limited to 75% of sign band height or 14 inches, whichever is less.

- **Sign Area = X * Y , X*Y ≤ 70 square feet**

2. Street frontage dimensions and area – The height and length of the business's storefront (all floors and space) along the public street (not alleys) should be provided. A wall sign may occupy no more than 15% of the street frontage.

- **Street Frontage = A * B , (Sign Area ÷ Street Frontage) ≤ 15%**

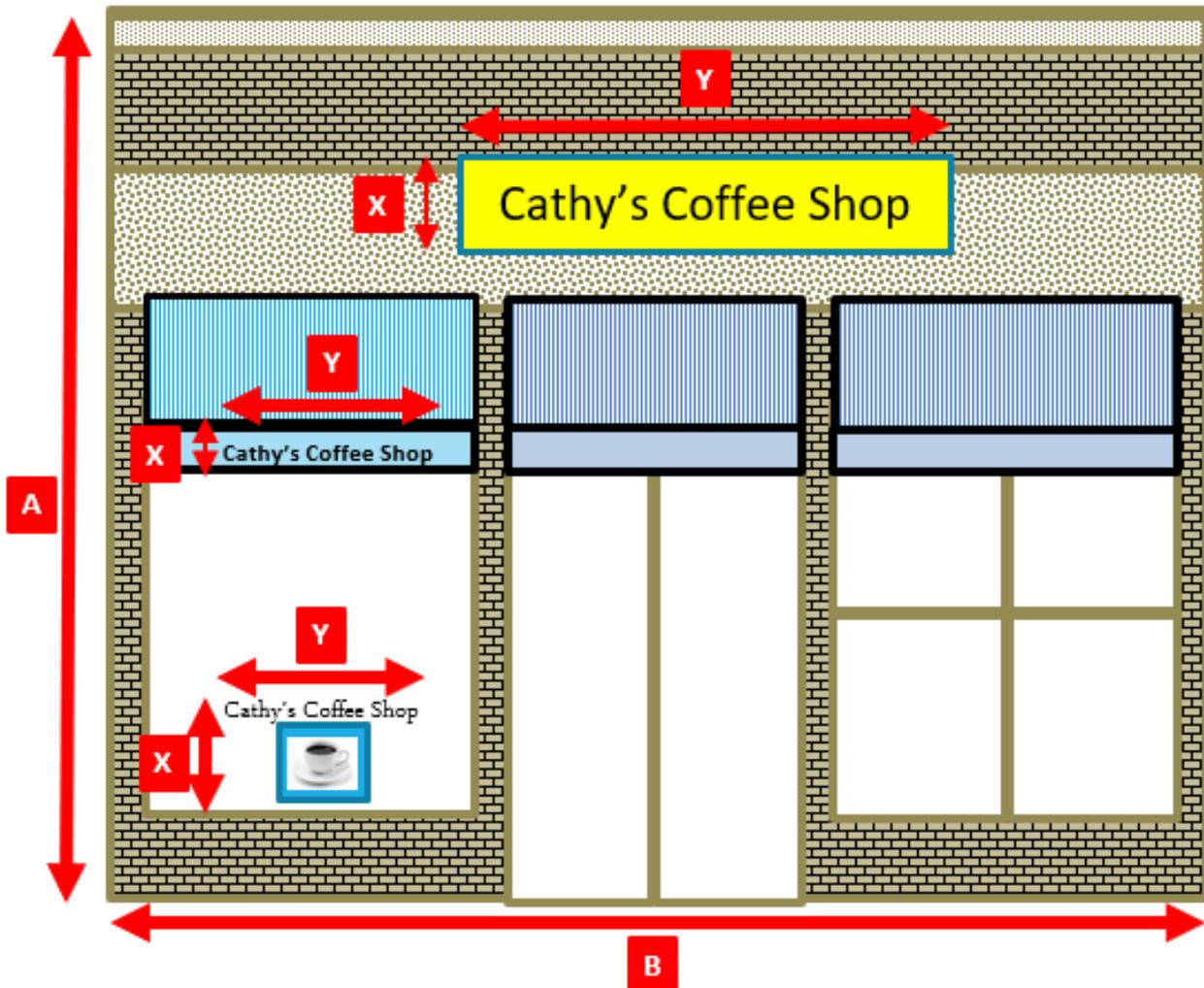
3. Sign appearance and material – The material, color, and text of the sign should be indicated. The text is limited to the business name, logo or trademark, and three words of generic description of products or services.

4. Sign location – The sign location on the storefront should be identified. A sign should be located generally close to the upper sign band of the storefront and be substantially parallel to the wall surface.

5. Exterior lighting - Indicate any exterior lighting including fixture location and type, material, luminescence strength, and lighting direction. **Wall signs may not be internally illuminated except for pin-mounted halo or backside lighting.**

Applications With Multiple Signs

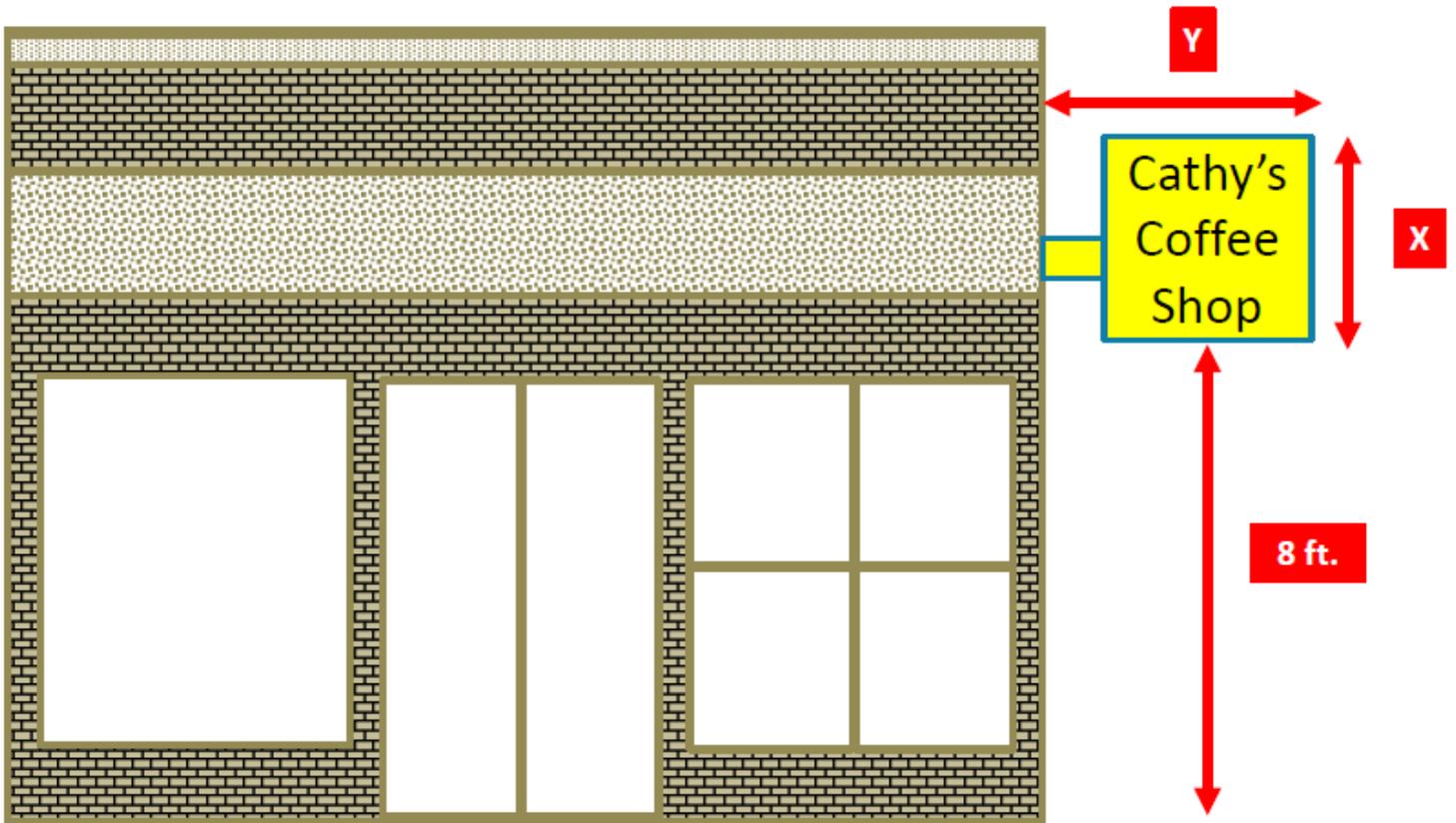
Must provide following:



- 1. Street frontage dimensions and area** – The height and length of the business's storefront (all floors and space) along the public street (not alleys).
 - $\text{Street Frontage} = A * B$
- 2. Individual sign area** – The individual area of each sign on the store frontage
 - $\text{Sign Area} = X * Y$
- 3. Total sign area** – The total area of all wall signs, window signs, and awning signs may be no more than 15% of the area of street exposure.
 - $\text{Wall Sign Area} + \text{Window Sign Area} + \text{Awning Sign Area} \leq 15\% \text{ of street frontage}$

Projecting Sign Applications

Must provide following:



- 1. Sign horizontal projection** – The sign may not extend more than 2 feet from the wall of the building.
- $Y \leq 2$ feet
- 2. Sign height** – The sign may not be taller than 3 feet in height, from the bottom to the top.
- $X \leq 3$ feet
- 3. Sign vertical projection** – The sign must extend at least at least 8 feet from the ground, measured from the bottom of the sign.
- 4. Sign appearance and material** – Indicate the material, color, and text of the sign. The text is limited to the name of the business, logo or trademark, and three words of generic description of products or services. A projecting sign must be fixed and mounted, rather than hanging or chain-linked.
- 5. Exterior lighting** - Note any exterior lighting including fixture location and type, material, luminescence strength, and lighting direction. Projecting signs may not be internally illuminated.

Free Standing Sign Applications

Must provide following:



1. **Site plan** – A graphical map or aerial map indicating the location of sign on the premises of the property. **A freestanding sign is only permitted for a property with a main building that is at least 15 feet from the street line.**
2. **Sign size and height** - Elevation renderings must show the height of the proposed sign in addition to the area of the sign face. The sign may be not taller than 12 feet and sign face area no larger than 20 square feet.
 - **K (sign height) ≤ 12 feet**
 - **Sign Face Area = X * Y , X * Y ≤ 20 square feet**
3. **Sign appearance and material** – Indicate the material, color, and text of the sign. The text is limited to the name of the business, logo or trademark, and three words of generic description of products or services.
4. **Exterior lighting** – Include information about any lighting including fixture location, light type, material, luminescence strength, and lighting direction. **Freestanding signs may not be internally illuminated.**