



*Village of  
Lynwood's*

*2023*

*New Business  
Application*



**Mayor**

Jada D. Curry

**Village Clerk**

Karen Wingfield-Bond

**Trustees**

Randall K. Blakey

Rolanda Clark

Cheryl Dunlap

Cynthia Eaves

David Lilly

Kirk D. Marshall

Welcome,

We are glad you have chosen to consider our community to grow and/or expand your business.

My highest goal as Mayor of Lynwood is to maintain and enhance the quality of life for all residents. I am pleased to report that Lynwood continues to thrive and offers an excellent quality of life with a positive, friendly, environment for residents and businesses. Due to the efforts of many, including elected officials, village staff, community leaders, businesses and most importantly, our residents, Lynwood is becoming the village of choice for many families.

Over the past few years, the Village of Lynwood has experienced rapid growth. We have recently expanded our boundaries by annexing more land into the Village. We are building more homes, welcoming more businesses and are one of the south suburbs who have grown in population over the last decade.

We pride ourselves on partnering with our business community and will support you in any way we can.

There are numerous opportunities for you to get involved. We have and will continue to host various community activities which we encourage you to become a part of.

I am thrilled that many new businesses are choosing to locate themselves in Lynwood and that our existing businesses are thriving despite the strain that the pandemic has placed on them.

Lynwood's Chamber of Commerce is active and open to welcoming you to become a member. The Chamber hosts various business, advertising, and networking opportunities for you to get to know your neighbors.

We encourage a "Shop Lynwood" philosophy and are happy you have chosen Lynwood to join our business community family.

We look forward to your successful future in our community.

Jada D. Curry

Mayor, Village of Lynwood



# BUSINESS HOURS OF OPERATION

DAYS	HOURS OF OPERATION
MONDAY	_____ AM TO _____ PM
TUESDAY	_____ A.M. TO _____ PM
WEDNESDAY	_____ AM TO _____ PM
THURSDAY	_____ AM TO _____ PM
FRIDAY	_____ AM TO _____ PM
SATURDAY	_____ AM TO _____ PM
SUNDAY	_____ AM TO _____ PM



**BUSINESS LICENSE/LIQUOR APPLICATION FOR THE VILLAGE OF LYNWOOD  
21460 LINCOLN HWY ~ LYNWOOD, IL. 60411 ~ 708.758.6101**

**Payment should be submitted to Village Hall on/before March 31st 2023**

Name of Business \_\_\_\_\_ Business Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Business Address \_\_\_\_\_ Lynwood, IL. 60411

Owner's Name \_\_\_\_\_ Owner's Address \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Hours of Operation \_\_\_\_\_

License Fee: Basic \$250.00 ; Child Day Care \$320.00 (license \$250 / 2 inspections \$70.00) \$ \_\_\_\_\_

Restaurants: Occupancy 1-25; \$225.00 26-100; \$250.00 101-150; \$275.00; 151 < \$300.00 \$ \_\_\_\_\_

Tobacco Dealers License Fee – applies only if selling cigarettes \$100.00 \$ \_\_\_\_\_

Vending Machines – i.e. (candy, pop, pool tables, juke boxes)

# of Machines \_\_\_\_\_ x \$50.00 \$ \_\_\_\_\_

Payout Poker Machines (limit of 6) # of Machines \_\_\_\_\_ x \$25.00 \$ \_\_\_\_\_

**Electronic Games of Skill (arcade games/no payout)**

First Machine Fee; 15 or fewer machines \$175.00; more than 15 machines \$375.00 \$ \_\_\_\_\_

Per Machine Fee (2<sup>nd</sup> through 25<sup>th</sup> machines) No of machines \_\_\_\_\_ x \$50.00 \$ \_\_\_\_\_

**Liquor License Fees:**

Class A: Restaurant with separate bar for consumption on premises ..... \$2,000.00 \$ \_\_\_\_\_

Class B: Restaurant without separate bar for consumption on premises..... \$1,400.00 \$ \_\_\_\_\_

Class C: Limited Food Service establishments alcohol for consumption on premises. \$1,800.00 \$ \_\_\_\_\_

Class D: Restaurant or Limited Food Service, sales of beer and wine only  
consumption on premises .....\$2,000.00 \$ \_\_\_\_\_

Class E: Caterers and Banquet Halls, alcohol for consumption on premises.....\$1,700.00 \$ \_\_\_\_\_

Class F: Clubs, alcohol for consumption on premises.....\$1,200.00 \$ \_\_\_\_\_

Class G: Package sales only; no consumption on premises.....\$1,700.00 \$ \_\_\_\_\_

Class I: Sampling on premises with package sales and storage.....\$1,700.00 \$ \_\_\_\_\_

Class J: Limited foodservices establishments, alcohol for consumption.....\$3,700.00  
on premises & package sales \$ \_\_\_\_\_

**TOTAL FEES DUE \$ \_\_\_\_\_**

**I understand the issuance of a Business/Liquor License is conditioned upon compliance with Village Ordinances and the results of any inspection of the above premises at this time, or any subsequent inspection while this license is in force.**

Signature, Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_

Signature, Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_

# BUSINESS / OWNER EMERGENCY CONTACT INFORMATION

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Name of Business

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Address of Business

Phone #

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Name of Business Owner

Home Address

Home Phone #

## EMERGENCY NOTIFICATION LISTING

	NAME	HOME ADDRESS	PHONE NUMBER
1.			
2.			
3.			
4.			
5.			

**Lynwood Chamber of Commerce**  
21460 Lincoln Hwy – Lynwood IL  
Contact us at: lynwoodchamber@yahoo.com

Thank you for your participation. We are looking forward to an exciting year! Please take a moment to update your information below. Also, please indicate if your company has a logo. We will contact you via email to receive the file for the Chamber Website.

Annual membership dues \$95 – Checks made payable to Lynwood Chamber of Commerce

**Member Information**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Office Phone: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

Website/Email: \_\_\_\_\_

Facebook Page Address: \_\_\_\_\_

Company Logo      Yes   or   No      (Please circle one)

Additional Participant(s):

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Company Information**

Description of Business/Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## LIQUOR LICENSE BACKGROUND CHECK CONSENT FORM

I understand that obtaining my Liquor License is contingent upon the completeness and accuracy of the information on this application and upon the satisfactory completion of a background investigation.

I understand that I will be required to abide by the rules, regulations, policies, and procedures of the Village of Lynwood. Except as required by law, the rules, regulations, policies, and procedures are subject to modification without notice. I understand that the village is no way obligated to provide me with a Liquor License.

I certify that all answers and statements contained in this application are true to the best of my knowledge and belief. False statements, omissions, or misrepresentations made in any phase of the approval process shall be grounds for immediate denial of the application.

Print Full Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

Last 4 of SS# \_\_\_\_\_

Signature \_\_\_\_\_

### For Office Use

Approved \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_

Misc. Notes. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# VILLAGE OF LYNWOOD

21460 Lincoln Highway  
Lynwood, Illinois 60411  
(708) 758-6101

## RESTAURANT AND OTHER PLACES FOR EATING TAX RETURN

Business Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

FEIN: \_\_\_\_\_ IL Sales Tax #: \_\_\_\_\_

Taxes must be paid by the 20<sup>th</sup> day of the month following the reporting period (normally every month, unless you are filing Sales Tax Returns with the State of Illinois on a quarterly or annual basis).

Tax Forms are available at [www.lynwoodil.us](http://www.lynwoodil.us)

- |    |   |          |
|----|---|----------|
| 1. | Gross Sales (Should agree with IL ST-1, Line 3)         | \$ _____ |
| 2. | Deductions of Sales not Subject to Tax (T-Shirts, etc.) | \$ _____ |
| 3. | Taxable Sales (Line 1 minus Line 2)                     | \$ _____ |
| 4. | Amount of Tax Due (Multiply Line 3 by 1%)               | \$ _____ |

Please make checks payable to the "Village of Lynwood" and mail your return and tax payment to:

Village of Lynwood, Village Clerk's Office, 21460 Lincoln Highway, Lynwood, Illinois 60411.

Under penalties as provided by law, I declare that to the best of my knowledge and belief, the information on this form is true, correct and complete.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name and Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone Number*

For Office Use Only:

Date Rec'd: \_\_\_\_\_ Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_

# BUSINESS LICENSE APPLICATION

## COVER SHEET - CHECK LIST (2023)

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I understand that as a business owner in the Village of Lynwood, I must provide a copy of my Articles of Incorporation to show that I have incorporated, in the business name of which I am attempting to obtain a Business License in.

(     ) Initial, acknowledging receipt.

I understand that as a business owner in the Village of Lynwood, I must provide on an annual basis, a letter of good standing from the State of Illinois.

(     ) Initial, acknowledging receipt

I understand as a restaurant/bar & grill owner in the Village of Lynwood, I must adhere to the occupancy capacity limits in my place of establishment. It is my understanding that the capacity limit is \_\_\_\_\_.

(     ) Initial, acknowledging receipt

(     ) does not apply

I understand that as a restaurant/ bar & grill owner in the Village of Lynwood, I am required to pay a 1% food and beverage sales tax to the Village of Lynwood. (This payment will be made on a monthly basis - by the 20<sup>th</sup> or the same frequency that my ST1's is paid to the State of Illinois) A copy of my ST1's must accompany payment.

(     ) Initial, acknowledging receipt

(     ) does not apply

I understand that as a restaurant/ bar & grill owner in the Village of Lynwood, I am required to provide my food handler/sanitation license on a yearly basis as part of my business application renewal process.

(     ) Initial, acknowledging receipt

(     ) does not apply

I understand, that as a business owner in the Village of Lynwood, I am required to display my **current** business license in my business establishment at all times.

(        ) Initial, acknowledging receipt

**I acknowledge I have read, understand, and agree to the above-mentioned business owner prerequisites.**

Date \_\_\_\_\_/\_\_\_\_\_/ 2023

Owner's Printed Name \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_ Lynwood, IL. 60411

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Must be attached to Business License New/Renewal Application**

## **Building Dept. Requirements**

The Village of Lynwood's building dept requires specifications if you are erecting a commercial sign.

See attached Code of Ordinances

The building dept. also requires a yearly inspection of your premises.

## Sec. 82-49. - Limitations and restrictions.

No signs, signboards or billboards shall be permitted in the village except as follows:

- (1) In areas zoned other than R-1A, R-2A and R-3A, signs, signboards or billboards exceeding six square feet of display area may be permitted if, and only so long as, the same is advertising the premises whereon located to be for sale or lease;
- (2) Signs and billboards advertising sale of premises within a given and defined industrial park area or a given, defined and platted R-1A, R-2A and R-3A residential subdivision area by the developers thereof may be permitted until development is substantially completed, provided each sign or billboard shall be erected on permission requested by letter and received from the president and board of trustees for periods of not more than six months at a time, and provided all other requirements of current ordinances pertaining to signs have been met;
- (3) Public information signs not exceeding six square feet in area, directing travelers to particular facilities of noncommercial interest to diverse members of the public, such as churches, public buildings or facilities and service clubs, may be erected;
- (4) In areas zoned R-1A, R-2A and R-3A residential, political signs or signs incidental to an election campaign not exceeding six square feet in area and not to be displayed more than four weeks prior to the election date and to be removed within 48 hours after the election provided further, that all other requirements of current ordinances pertaining to signs have been met;
- (5) Political, social or religious expressions or viewpoints not exceeding one per property shall not be prohibited but shall conform to all other village requirements concerning size and construction;
- (6) Identification and information signs, excluding neon signs, bearing the name of a church, public library, public or private educational institution, hospital or other public or quasipublic building, public park or playground or the other information pertaining to the premises as is reasonably necessary for the convenience of the general public. If exceeding six square feet in gross surface area, the signs may exceed the gross surface area without fee, if approved by the zoning board of appeals;
- (7) A nonilluminated temporary construction sign bearing only the street number of a new structure and the name of the general contractor and subcontractor during construction work on the premises upon which they are placed, not exceeding 16 square feet in total gross surface area of all the signs, provided that the sign shall be removed within seven days after occupancy or completion of the construction work and in no event shall the sign be exhibited for more than six months;
- (8) Temporary signs announcing or advertising any town-wide, educational, charitable, philanthropic, civic, religious or other campaign, drive, movement, festival or event, excluding

holidays for a period not to exceed 14 days preceding the event. The location of the signs shall be limited to the property where the event is to take place and shall be removed within three days following the event. Such signs shall not be displayed for more than 14 days. These restrictions shall not prohibit the use of private changeable copy signs for off-site advertising;

- (9) Religious, village and state or federal holiday decorations, in accordance with the following:
- a. The display of any decorations shall be limited to 30 days immediately preceding any holidays to which the decorations refer;
  - b. The person or party responsible for the erection or distribution of any decorations shall be jointly and severally liable for the removal of the decorations within 14 days after the holiday; and
  - c. Multiple flags may be displayed during the occasions;

(10) Signs on any water tower shall be approved by the president and board of trustees.

(Code 1985, § 30-18; Ord. No. 98-6, § I, 1-27-1998; Ord. No. 98-9, § I, 2-10-1998; Ord. No. 98-25, § I, 9-8-1998)

## Sec. 82-50. - Prohibited signs.

The following prohibitions and general regulations shall apply in all zoning districts:

- (1) No animated sign may be erected that contains, includes or is illuminated by any flashing, intermittent or moving light, except those giving safety warnings and public service information such as, without limiting the generality of the foregoing, time, weather, date and temperature;
- (2) No illuminated sign may be erected or maintained that is not effectively shielded so as to prevent beams or rays of light from being directed at any portion of the traveled way of any street or highway or that is of the intensity or brilliance as to cause glare or to impair the vision of the driver of any motor vehicle;
- (3) Goose neck and thin line reflectors and lights shall be permitted, provided the reflectors concentrate the illumination upon the area of the sign so as to prevent glare upon the street or adjacent property;
- (4) No sign, whether illuminated or not, shall project into the line of vision of a motorist of an official traffic signal at a street intersection within 150 feet of the signal from a moving lane of traffic and no sign visible from the street shall contain the word danger or stop with the intent of simulating street, traffic or other official signs;
- (5) It is unlawful for any person to erect, maintain or use any sign, rigid canopy, or marquee over any street, alley, sidewalk, parkway or other public ways in the village unless in conjunction with a beautification project approved by the president and board of trustees;
- (6) No revolving beam or beacon of light resembling any emergency vehicle or facility shall be permitted to be erected as part of any sign display;
- (7) Neon lighting and tubing may be used on permitted signs, but it is not permitted to outline buildings by use of exposed neon tubing, strings of lights or otherwise;
- (8) Pennants, banners, special lighting sandwich-type signs and balloons or other air or gas-filled figures shall be permitted only for a new business in a business or industrial district for a period of not more than 15 days after the opening of the new business. At no other time shall the devices be permitted;
- (9) No moving or mechanical signs may be erected;
- (10) Any and all mobile or portable signs are hereby prohibited everywhere in the village; provided, however, that the president and board of trustees may allow, upon proper application, a portable or mobile sign for a period of time not to exceed 30 days in any calendar year;
- (11) All roof signs shall be prohibited except signs otherwise conforming to these regulations that may be flush mounted on mansard style roofs. Such signs shall not extend above the top roof

line;

- (12) Signs advertising activities that are illegal under federal, state, county, township or village laws or regulations are prohibited;
- (13) Bench signs are prohibited;
- (14) No wall sign shall be attached to or obstruct any window, door, stairway or other opening intended for ingress or egress or for needed ventilation and light;
- (15) All signs that are erected on street or sidewalk lines or within three feet thereof shall have a smooth surface and no nails, tacks or wires shall be permitted to protrude therefrom, except electrical reflectors and devices may extend over the top and the front of the advertising structures;
- (16) No sign shall be attached to any tree, fence or utility pole;
- (17) No advertisements of an immoral or obscene character shall be posted, painted or displayed upon any sign or sign structure; and
- (18) All signs and sign structures shall be properly maintained and kept in a neat and proper state of maintenance and appearance.

(Code 1985, §§ 30-14—30-18, 30-22; Ord. No. 98-6, § 1, 1-27-1998; Ord. No. 98-9, § 1, 2-10-1998; Ord. No. 98-25, § 1, 9-8-1998)



Sec. 82-51. - Nonresidential uses.

The following regulations shall apply to areas zoned B-1, B-2, B-3 and LM:

- (1) An allowable sign may be wall mounted, ground mounted or freestanding.
  - a. The total sign area shall not exceed three square feet of combined surface area for each one foot of property frontage abutting a dedicated street. On a corner lot or property abutting two or more dedicated streets, the frontage for the purpose of determining the area of a sign shall be the lesser linear frontage abutting on any one street except that where the greater business frontage of a corner lot is facing a federal or state right-of-way, then the greater frontage may be used. The combined total area of all faces of all signs shall not exceed 500 square feet except an additional one square foot of sign may be allowed for each foot of property depth, average, in excess of 100 feet.

b. The following is a table of examples.

Sign Area Allowed, Square Feet				
Depth/width (feet)	25 feet	50 feet	167 feet	300 feet
100	75	150	500	500
200	175	250	600	600
300	275	350	700	700

- c. For property zoned light industrial and institutional development, the combined total area of all faces of all signs shall not exceed 200 square feet.
- (2) Each business located at the street level may have one identification sign that shall be located on the principal frontage or facade of the area occupied by the business, not exceeding one square foot in area for each front foot of the structure or portion of the structure in which the use is conducted. If the sign projects from the building, the above total shall apply to the sum of all display surfaces.
- (3) A maximum of two freestanding, pole or ground mounted signs shall be allowed per premises. The total area of one face of a freestanding sign shall not exceed that allowed for the frontage identification sign. No shopping center or planned unit commercial development shall erect more than one freestanding shopping center sign per street frontage. No freestanding sign shall exceed 200 square feet in gross surface area unless the sign is located at least 50 feet away from the principal structure. The sign shall advertise only the name of the shopping center or the names of the occupants within. Such a sign shall not project over any property line or public way.
- (4) Wherever a building or complex has a rear or side parking lot or adjoins a public street, a sign developed to the same restrictions noted in this section shall be permitted for only one side or rear parking lot, provided that the sum total of square feet for an additional sign does not exceed 50 percent of the permitted area of the frontage sign. In cases where a side or rear parking lot faces or adjoins a R-1A, R-2A or R-3A residential district, the sign, if illuminated, shall be indirectly lighted in a manner as not to be disturbing to the adjoining R-1A, R-2A or R-3A residential district.
- (5) The total gross area of all signs, including window promotional signs, displayed on one wall shall not exceed 30 percent of the total gross surface area of that wall, inclusive of doors and windows.
- (6) Flags in excess of one of each per premises and streamers and pennants shall not be permitted except upon the occasion of a bona fide opening shortly after the erection or extensive remodeling of a building or shortly

after a change of form or ownership of the business there. They are to be permanently removed within seven days from the beginning of the occasion.

- (7) The following provisions are to be considered guidelines for use of signage and are strongly recommended:
- a. A business with an attached parking lot may erect two freestanding traffic directional signs per street frontage, each not to exceed four square feet of gross surface area, both sides, and not higher than four feet. Such signs may be illuminated;
  - b. A nonilluminated or illuminated sign bearing the name or the type of business of the principal tenant occupying space in the rear or the upper floors of a building shall be located at the principal entrance to the occupied space and the area of the signs devoted to each occupant shall not exceed two square feet. The total area of the sign shall not exceed eight square feet. Two business signs may be mounted or painted on the windows or doors of each business, bearing the name, street number or logo or type of business of the principal occupant; provided, however, that there shall be not more than one sign on each window or door, and the sign shall not exceed six square feet in area, and the total area of all the signs shall not exceed nine square feet;
  - c. Wall mounted signs not exceeding six square feet of display area, advertising or stating the nature or identity of the products sold or use conducted thereon may be erected without permit. However, the surface area of all the signs shall be included in the total allowed for that premises. See subsection (1) of this section;
  - d. A business sign may be sewn or painted on the valance of an awning bearing only the name of the principal occupant or the street number of the business; provided, however, that the sign shall not exceed a total of eight square feet in gross area;
  - e. A sign required by law to be exhibited by the occupant of the premises, may be displayed as one of the signs in subsection (7)b. of this section; provided, however, that the sign shall not exceed six square feet in gross surface area;
  - f. A sign serving the public convenience, such as a notary public, public telephone, public rest rooms or words or directions of similar import, may be displayed in addition to the signs in subsection (7)b. of this section; provided, however, that each sign shall not exceed 72 square inches in total gross surface area and only one sign of each type shall be displayed at the building;
  - g. In the case of a drive-in or drive-thru merchandising business, one informational (menu, price, etc.) sign shall be allowed, not exceeding 24 square feet in gross area for each sign;
  - h. Gasoline service stations, public garages and similar businesses, in addition to the signs allowed elsewhere in this article, may display the following special signs that are deemed customary and necessary to their respective businesses:
    1. A direction sign or lettering displayed over individual entrance doors or bays consisting only of the words washing, lubrication, repairs, mechanic on duty or other words of similar import; provided, however, that there shall not be more than one sign over each entrance or bay, the letters thereof shall not exceed six inches in height and the total gross area of each sign shall not exceed three square feet;
    2. Customary lettering and other insignia that is a part of a gasoline pump, consisting only of the brand name of gasoline sold, type of service available, lead warning sign, a price indicator and any other sign required by law, all of that shall not exceed a total gross area of three square feet on any side of