



CITY OF BELLEVILLE, ILLINOIS
ECONOMIC DEVELOPMENT, PLANNING, AND ZONING DEPARTMENT

Application for a SIGN VARIANCE

Subject Property Address: _____

Applicant/Developer Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Sign Contractor: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Establishment Displaying Sign

1. Type of Business: _____

2. Property Frontage (SQ FT): _____

3. Belleville Zoning District: _____ Permanent Parcel #: _____

4. Subdivision Name: _____ Lot Number: _____

5. Enterprise Zone: _____ Historic District: _____ Flood Plain: _____ Ward #: _____

Existing Signage on Property

Square footage of Existing Signage: _____ Sq. Ft. Type of Existing Signage: _____

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Description of Proposed Signage

1. Type (circle one):

- a. Flush-Mounted
- b. Projecting
- c. Freestanding
- d. Awning, Canopy, Marquee
- e. Roof-Mounted
- f. Billboard
- g. Other _____

2. Dimensions:

- a. Width (side to side): _____ Feet
- b. Length (top to bottom): _____ Feet
- c. Area: _____ Square Feet

3. Height (ground to top of sign): _____ Feet
(Must be answered if sign is flush-mounted, projecting, free-standing, or billboard)

4. Projection (building wall to end of sign): _____ Feet
(Must be answered if sign is projecting)

5. Illumination (circle one):

- a. Indirect
- b. Neon
- c. Flood Lights
- d. Not Illuminated

6. Information on Sign:

Characteristics for Determining Compatibility

1. Describe the special conditions that exist for the sign or building (or both) that cause the hardship for which this variance is necessary.

2. Is the proposed sign the minimum deviation from the code that will allow reasonable signage?
Y/N _____ If no, describe the minimum modification that would permit reasonable signage.

3. Will the proposed sign be located in the downtown "Area of Special Control?" Y/N _____

If yes, describe how the sign would conform or not conform to the character of the district.

Signature of Applicant and Property Owner

*I (we) certify that all of the above statements, and the statements contained in any papers or plans submitted herewith, use true to the best of my (our) knowledge and belief. By signing this document below, I (we) acknowledge and agree that a temporary sign will be placed on the property (at a location determined by City Staff) that describes the request. The sign will give the date and time of the Zoning Board of Appeals meeting, as well as the name of the applicant. It will list the Economic Development, Planning, & Zoning Department as the contact for more information about the case. Further, the sign will be placed a minimum of fifteen (15) days before the Zoning Board of Appeals meeting and **must be removed by the property owner and/or applicant within seven (7) days of the meeting.***

*******SIGNATURES OF APPLICANT AND PROPERTY OWNER MUST BE NOTARIZED*******

Printed name of APPLICANT: _____

Signature of APPLICANT: _____ Date: _____

Notary Public: *Subscribed and sworn to me before this* _____ *day of* _____, 20 _____

(Notary public stamp) Notary Public signature

Printed name of PROPERTY OWNER: _____

Signature of PROPERTY OWNER: _____ Date: _____

Notary Public: *Subscribed and sworn to me before this* _____ *day of* _____, 20 _____

(Notary public stamp) Notary Public signature

THIS SECTION FOR INTERNAL USE ONLY

Application #: _____ Date filed: _____

Date set for hearing: _____ Date meeting held: _____

Date published notice made: _____ Newspaper: Belleville News Democrat

Date sign posted: _____ Date abutting owners notified: _____

Fee: Amount paid \$ _____ Date paid: _____

Applicable section(s) of Zoning Code: _____

Information for Applicant

In accordance with Section 155.093 of the Sign Code, an applicant may seek a variance from the strict requirements of the ordinance if those requirements are imposing a particular hardship.

Meeting Information

The applicant must present their case to the Zoning Board of Appeals, explaining what the problem is and what relief they request. They may appear with or without an attorney. City Council makes final decision on allowance of a sign variance.

Submittal of Documents

As set forth in Section 155.069 of the City Code of Ordinances, the following information must be completed and submitted with a sketch of the proposed sign(s) and a site plan showing the location of the proposed sign(s) in relation to buildings and/or lot lines. Approved plans and specifications shall be in conformity with the sign regulations applicable to the subject property. Changes in plans or specifications shall not be made without written approval of this office. Failure to comply with the above shall constitute violation of sign regulations. Applicants are encouraged to consult with an attorney for any assistance needed in filling out this form.

Associated Fees with Sign Installation

The filing fee for a Sign Variance request is \$150.00.

If Council approved, the sign installation fee is \$.50 per square foot, but not less than \$15.00 per sign. For fee submittal or questions/concerns regarding sign installation; contact the Building Department at (618) 233-6810 Ext. 4243 or 407 East Lincoln Ave. (Section 155.071 of City Code of Ordinances)

Office Contact Information

City of Belleville
Economic Development, Planning, & Zoning Department
101 South Illinois Street
Belleville, IL 62220
(618) 233-6810 x1250
Email: edpz@belleville.net