

Application for Sign Installation Permit for Areas of Special Control

Building and Zoning Department

Belleville, Illinois

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Submitted: _____ Sign Permit Fee: \$ _____
Case No.: _____ Ordinance No.: _____
Ordinance Date: _____ Area of Special Control Fee: \$ _____

Section 53.37 of the Belleville Sign Code designates the downtown business area bounded by Sixth Street on the West, "B" Street on the north, Oaks Street on the east and Lincoln Street on the South as an "Area of Special Control." No street graphic may be erected, and no existing graphic may be permitted to remain for more than (5) years, unless the graphic has been approved by the City Council on the recommendation of the Zoning Board of Appeals. The filing fee for a Sign Installation Permit/Area of Special Control is \$75.00. The applicant must appear before the Zoning Board of Appeals to justify the proposed graphic in terms of its conformity with pertinent regulations and its compatibility with the theme and overall character to be achieved in the downtown area.

Instructions to Applicants: As set forth in Section 5-5 of the Sign Control Ordinance, 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 visit the office of the Building Commissioner for any assistance needed in filling out this form.

The present fee is \$.50 per square foot, but not less than \$15.00 per sign.

A. APPLICANT

1. Name: _____
2. Address: _____
3. City, State, Zip: _____ Phone #: _____

PROPERTY INTEREST OF APPLICANT IN SIGN:

(___) Owner (___) Lessee (___) Other: _____

B. OWNER (if other than applicant)

1. Name: _____
 2. Address: _____
 3. City, State, Zip: _____ Phone #: _____
- Property Owner's Signature: _____ Date Signed: _____

Property Owner Signature is mandatory. In lieu of signature on this Application, we will accept a current Letter of Authorization on letterhead, dated and signed from Property Owner.

C. SIGN CONTRACTOR: _____

D. ESTABLISHMENT DISPLAYING SIGN

1. Type (specify business): _____ Property Frontage: _____
2. Address: _____ Property Zip Code: _____
3. Belleville Zoning District: _____ Permanent Parcel #: _____
4. Subdivision Name: _____ Lot Number: _____
5. Enterprise Zone: _____ Historic District: _____ Flood Plain: _____ Ward #: _____

D. LIST ALL EXISTING SIGNAGE ON THE PROPERTY

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

E. 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: _____

_____ (Printed Name) has appeared before me personally and certified that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Date: _____ Applicant: _____

Subscribed and Sworn to before this _____ day of _____ A.D. 20_____

(seal)

Notary Public

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Permit Denied (___) Cause of Denial: _____ By: _____

Permit application current as of November 19, 2003. Please destroy all previous Applications.
Contractor ID #: _____