

Application for Sign Installation Permit

Building and Zoning Department

Belleville, Illinois

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Submitted: _____

Permit Fee: \$ _____

SPECIAL REQUIREMENTS, IF ANY:

(a) Is written approval of the Zoning Board of Appeals Required? _____

If "yes" explain: _____

CASE NO. _____ ORDINANCE NO. _____ DATE: _____

(b) Is Street Graphic located in the Area of Special Control? _____

If "yes" explain: _____

CASE NO. _____ ORDINANCE NO. _____ DATE: _____

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

DO NOT WRITE IN SPACE BLOW – FOR OFFICE USE ONLY

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

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