



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600

APPLICATION FOR SIGN INSTALLATION PERMIT

Sign Application No. _____
Date Received: _____
Fee Amount: \$ _____
Date Paid: _____
Permit Issued: () _____
Permit Denied () _____

Regular Sign Permit: ()
Special Sign Permit: ()

FOR SPECIAL SIGN PERMIT ONLY Zoning Board of Appeals Meeting Date: _____ Special Sign Permit: () approved () denied
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Reason for Denial: _____

Instruction to Applicant: 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. Applicants are encouraged to visit the Zoning Office for any assistance needed in filling out this form.

1. Applicant's Name: _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

2. Proposed Interest of Applicant:
() Owner () Contractor () Lessee () Other: _____

3. Name(s) of Owner(s) if other than Applicant:

Owner: _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

4. Location of Property Where Sign will be Installed:

Address: _____
(Street)

Zone District Classification: _____

5. Type of Sign - check two: (see attached Definitions & Diagrams)

- | | |
|--------------------|----------------------|
| _____ Wall | _____ Business |
| _____ Monument | _____ Real Estate |
| _____ Freestanding | _____ Identification |
| _____ Projecting | _____ Subdivision |
| _____ Roof | _____ Construction |
| _____ Combination | |

6. Size of Sign: Height _____ ft. Width _____ ft.

Total Sign Area _____ sq.ft.
Total Allowable Surface Area (40-4-15(H)) _____ sq.ft.
Total Allowable Monument Area (40-4-15(L)(8)) _____ sq.ft.

Size of Sign Determined as Follows:

7. Illumination of Sign: () Illuminated, flashing
 () Illuminated, non-flashing
 () Flood lights
 () Non-illuminated

8. If Illuminated, Hours of Operation: From _____ To _____

9. I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Date: _____ Applicant: _____

Date: _____ Owner: _____

CERTIFICATE OF COMPLIANCE

The plans and specifications submitted with this application are in conformity with the Zoning Code 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 a violation of the sign regulations.

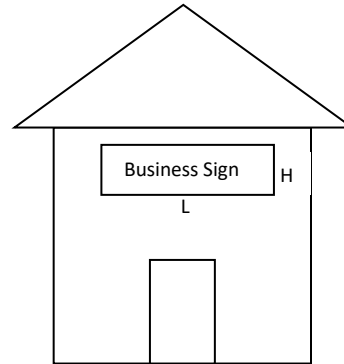
Permit issued this _____ day of _____, 20 _____

Zoning Administrator

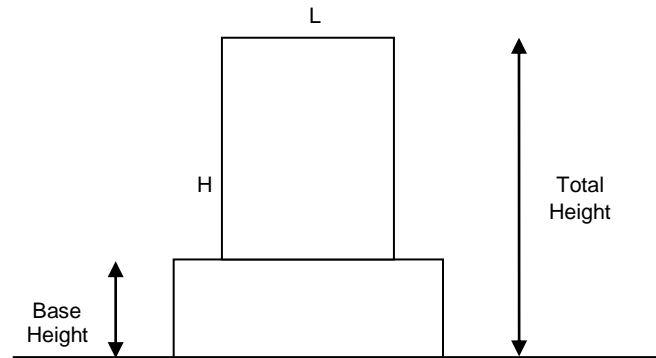
DEFINITIONS & DIAGRAMS

SIGN Any inscription written, printed, painted, or otherwise placed on a board, plate, banner or upon any material, object or device whatsoever, which by reason of its form, color, wording or otherwise, attracts or is designed to attract attention to the subject thereof, or is used as a means of identification, advertisement, or announcement. The term shall apply only to on-premise signs which attract attention to the sign from outside of a building or structure.

SIGN, WALL Any sign painted on, attached to, or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall and extending not more than 24 inches from the face of the wall.



SIGN, MONUMENT A low-profile, freestanding sign limited to a maximum height of six feet.



SIGN, FREESTANDING A detached sign which is permanently supported by one or more uprights, poles or braces in the ground.

