



PLANNING & ZONING DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Ph: (618) 624-4500 x4
Fax: (618) 624-4534

APPLICATION FOR A PERMANENT SIGN PERMIT
(Do not write in this space - For office use only)

Date: Permit Number:

I. APPLICANT INFORMATION

Project Name & Address:

Parcel ID: Zoning District:

Property Owner(s):

Mailing Address:

City: State: Zip:

Phone: Fax: Email:

Applicant Name:

(If different than Owner)

Contractor

Tenant

Mailing Address:

City: State: Zip:

Phone: Fax: Email:

II. AUTHORIZATION TO APPLY

Application is hereby made for a Certificate of Zoning Compliance, as required under the Zoning Code of Ordinances of the City of O'Fallon, Illinois, for the erection, moving or alteration, and use of sign structures and premises. In making this application, the applicant represents all of the statements and any attached maps and sign drawings to be a true description of the proposed new or altered signs. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representation or conditions. It is understood that any permit issued on this application will not grant right of privilege to erect any sign structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Code of Ordinances, or by other ordinances, codes or regulations of O'Fallon, Illinois.

Applicant Signature: Date:

Phone: E-mail:

(If applicant is not the property owner, please refer to the "Attachment to Sign Permit" form on Page 7)

III. SIGN INFORMATION

Note: Please fill out one box per Sign Type and indicate the number of signs in the "()" box. Attach additional sheets if necessary.

Sign Type:

- Wall Sign () Freestanding Sign () Projecting Sign ()
- Illuminated
 Non-Illuminated

Sign Dimensions:

Overall Height: _____ feet _____ inches Width: _____ feet _____ inches

Sign Area: _____ sq. ft. Number of Faces: _____

Storefront Dimensions (for wall signs only):

Height: _____ feet _____ inches Width: _____ feet _____ inches

Sign Type:

- Wall Sign () Freestanding Sign () Projecting Sign ()
- Illuminated
 Non-Illuminated

Sign Dimensions:

Overall Height: _____ feet _____ inches Width: _____ feet _____ inches

Sign Area: _____ sq. ft. Number of Faces: _____

Storefront Dimensions (for wall signs only):

Height: _____ feet _____ inches Width: _____ feet _____ inches

Total Cost of All Signs: \$ _____

Please provide the following items as a separate attachment (additional information may be required):

1. Sign Details
 - a. Drawing of sign
 - b. Dimensions
 - c. Materials
 - d. Sign supports (for freestanding signs)
 - e. Method of attachment (for wall signs)
2. Site Plan (for freestanding signs only)
 - a. Lot dimensions
 - b. Sign setbacks (from lot lines and buildings)
 - c. Location of all easements within 20 ft of sign
 - d. Location of sign
3. Provide a grounding detail if electric is provided for illuminated signage (Requires separate electrical inspection)

STAFF USE ONLY

Planning & Zoning Approval:

Approved by: _____ Date: _____

Building Approval:

Approved by: _____ Date: _____

Variance Approval (if necessary):

On _____, 20_____, a public hearing was held on this application before the Zoning Hearing Officer. The application was ***approved / denied*** (CIRCLE ONE) on _____, 20_____.

Remarks: _____

IV. SIGN TYPE - INFORMATIONAL

Below are a series of questions to help determine the type of freestanding signage allowed based on the use, location and development.

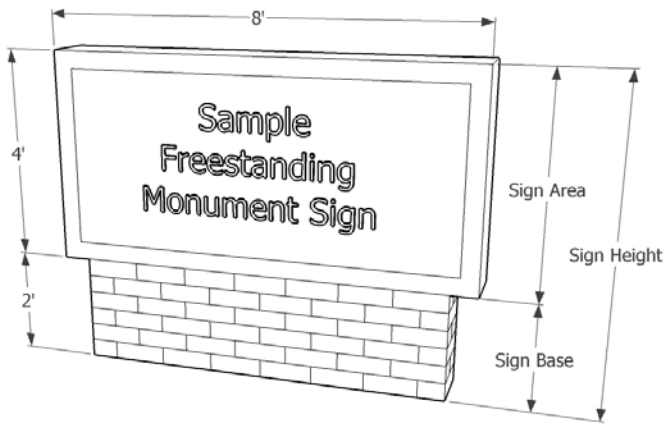
1. Is this Freestanding Sign for a Non-residential Use on Highway 50 between Old Collinsville Road and State St. ("Spur")?
If yes, then see signage requirements for **West Highway 50 Corridor** under **Table A**.
2. Is this Freestanding Sign for a Non-residential Use to be located on a lot that fronts Interstate 64?
If yes, then see signage requirements for **I-64 Frontage Lot** under **Table A**.
3. Is this a Freestanding Sign for a Non-residential Use for a residential home conversion for new business use?
If yes, then see signage requirements for **Residential Conversion** under **Table A**.
4. Is this Freestanding Sign for a Non-residential Use for a multi-tenant building?
If yes, then see signage requirements for **Tenant ID** under **Table A**.
5. Is this Freestanding Sign for a Non-residential Use with a single development of 20 acres or 10 lots?
If yes, then see signage requirements for **Development ID** under **Table A**.
6. Is the Freestanding Sign for a **Residential Use** for a subdivision?
If yes, then see signage requirements for **Residential Subdivision Entry** under **Table A**.
7. If you answered "no" to all of the questions above, then see signage requirements for **Monument** under **Table A**.

Table A: Freestanding Signs

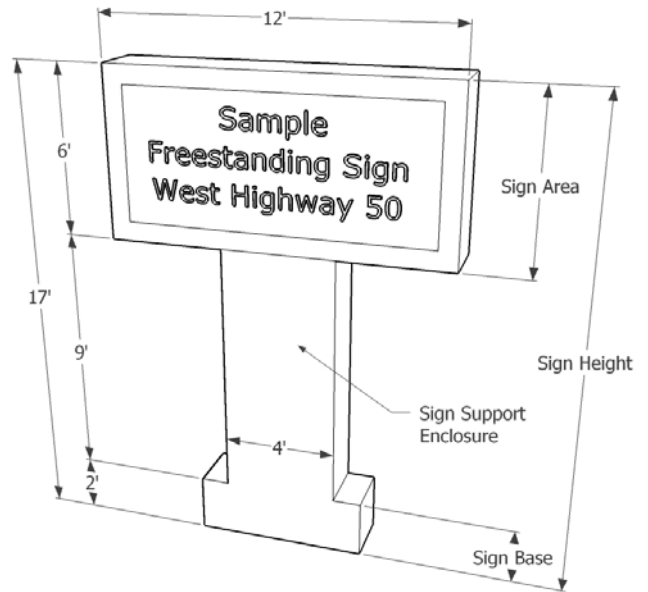
Sign Type	Maximum Sign Area Allowance	Maximum Sign Height	Additional Requirements
Monument	Street frontage in lineal feet x 0.40 <u>or</u> 100 sq ft, whichever is less	6 ft at the property line; Sign height may be increased by 1 ft for every 4 ft setback from property line up to 20 ft in height	<ol style="list-style-type: none"> 1. Max. Sign Dimension – 12 ft 2. Sign Base Height – 1 to 3 ft 3. Sign supports enclosed at min. 30% 4. Changeable Copy – Max. 30% of Total Sign Area 5. Constructed in a landscaped area 6. One sign; 2 for lots with frontage on 2 or more collector/arterial streets
Tenant ID	Street frontage in lineal feet x 0.50 <u>or</u> 154 sq ft, whichever is less	12 ft	<ol style="list-style-type: none"> 1. Max. Sign Dimension – 12 ft 2. Constructed in a landscaped area
I-64 Frontage Lot	Street frontage in lineal feet x 0.40 <u>or</u> 250 sq ft, whichever is less	35 ft	<ol style="list-style-type: none"> 1. Max. Sign Face Dimension – 21 ft 2. Max. Number of Signs – 1 3. Constructed in a landscaped area
West Highway 50 Corridor (Old Collinsville Rd to State St)	Street frontage in lineal feet x 0.40 <u>or</u> 126 sq ft, whichever is less	6 ft at the property line; Sign height may be increased by 1 ft for every 1 ft setback for max. 20 ft in height	<ol style="list-style-type: none"> 1. Max. Sign Dimension – 12 ft 2. Sign Base Height – 1 to 3 ft 3. Sign supports enclosed at min. 50% 4. Changeable Copy – Max. 30% of Total Sign Area Allowance 5. Constructed in a landscaped area
Residential Conversion	Street frontage in lineal feet x 0.40 <u>or</u> 32 sq ft, whichever is less	6 ft	<ol style="list-style-type: none"> 1. Max. Sign Width – 8 ft 2. Constructed in a landscaped area

Development ID	288 sq ft	30 ft	<ol style="list-style-type: none"> 1. Permitted with developments of a min. of 20 acres or 10 lots 2. Max. Sign Width – 14 ft 3. Max. Sign Face Width – 12 ft
Directional	4 sq ft	3 ft	<ol style="list-style-type: none"> 1. Sign supports must be enclosed with a compatible material
Residential Subdivision Entry	40 sq ft	N/A	N/A

Freestanding Sign – Monument



Freestanding Sign – W. Highway 50



Freestanding Sign – I-64 Frontage Lot

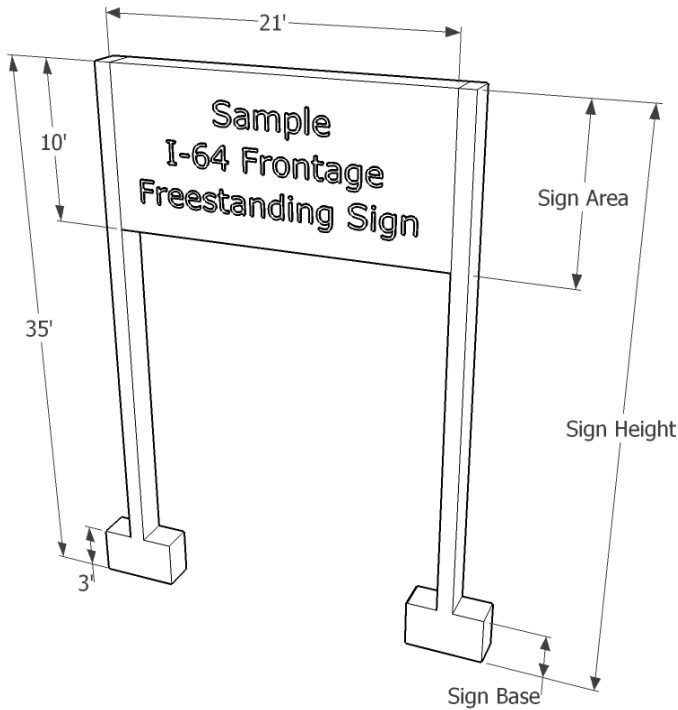
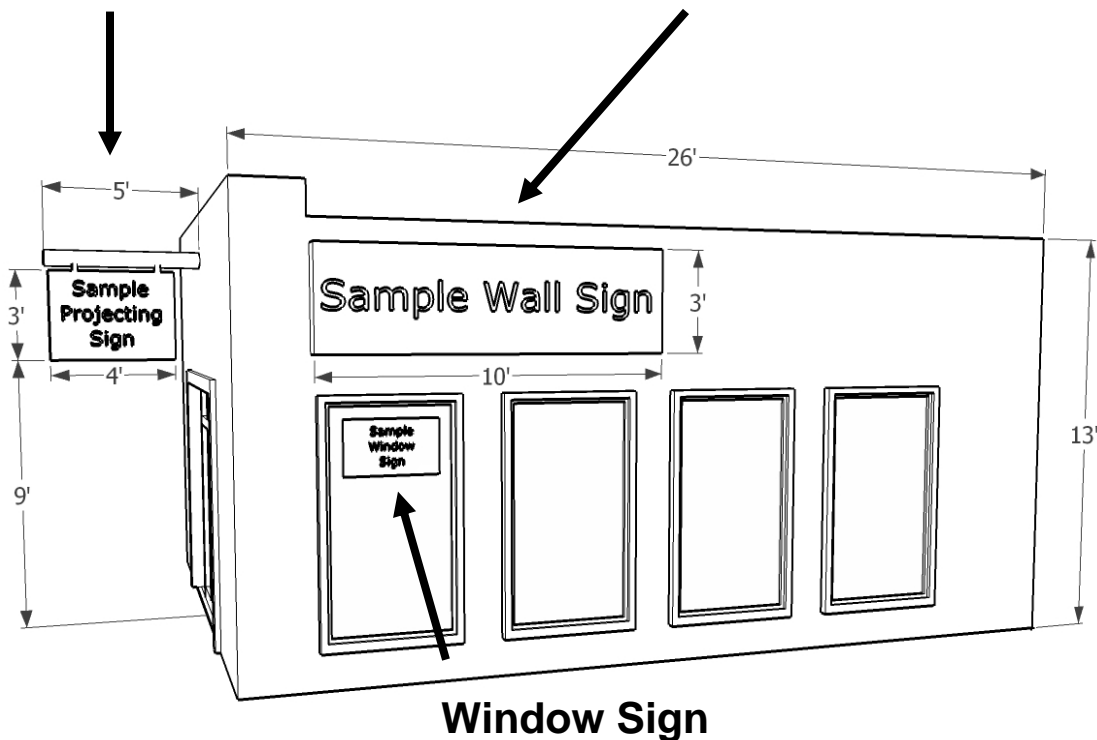


Table B: Wall or Projecting Signs

Sign Type	Maximum Sign Area Allowance	Maximum Sign Height	Additional Requirements
Wall (see graphic below)	Wall Area (must front street or on-site parking area) x 0.10	N/A	<ol style="list-style-type: none"> 1. Max. 3 signs per Establishment 2. Includes signs on Awnings, Canopies or Marquees 3. Changeable Copy – Max. 30% of Total Sign Area Allowance
Projecting (see graphic below)	16 sq ft	Cannot exceed vertically past roofline & cannot extend below a point of 8 ft above the ground or pavement	<ol style="list-style-type: none"> 1. Shall not exceed 6 ft from the Building to which it is attached 2. Shall not project over a street, alley or driveway, nor be closer than 2 ft from the curb or edge of any such vehicular way 3. Shall be debited against the Sign Area Allowance for Wall Signs
Window (no permit required) (see graphic below)	20% of window	N/A	N/A

Projecting Sign

Wall Sign



Planning & Zoning Department
255 South Lincoln Avenue
O'Fallon, IL 62269
Phone: 618-624-4500 Ext. 4
Fax: 618-624-4534



ATTACHMENT TO SIGN PERMIT

This Attachment to Sign Permit is to be used when the business owner is not the property owner or authorized agent for the property owner of record.

DATE: _____

TO: PLANNING AND ZONING DEPARTMENT
City of O'Fallon

Purpose: Authorization of sign and sign placement

I, _____, property owner or authorized agent of the
property located at _____,
have reviewed and authorized the placement of the sign at the listed location.

Sign: _____ Date: _____

Print name: _____