



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 TEMPORARY 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. SIGN INFORMATION

- Basic Temporary Construction & Development Subdivision Promotion Flag(s)

Sign Dimensions:

Length: feet inches Width: feet inches

Sign Area: sq. ft. Number of Signs:

Post Date: Removal Date:

- On Building In Ground Total Cost of Sign: \$

**Please provide the following items as a separate attachment:**

1. Site Plan
  - a. Lot dimensions
  - b. Sign setbacks
  - c. Location of all easements within 20 ft of sign
  - d. Location of sign
2. Sign Details
  - a. Drawing of sign
  - b. Dimensions
  - c. Materials
3. Any additional information as may be reasonably required by the Planning & Zoning Department and applicable requirements of Section 2.04(e).

**III. AUTHORIZATION TO APPLY**

Per Section 12.060.A.2.b.1 of *Article 12: Sign Regulations*, "Temporary Signs; All Non-residential Zoning Lots: In lieu of such Temporary Non-Commercial signs as are permitted without a Sign Permit elsewhere in Section 12.040, each Establishment may display one (1) Temporary Sign made of paper, cardboard or other lightweight materials with comparable support materials designed for temporary display of Messages under this subsection without a Permit. Such Temporary Sign may be displayed on Fridays, Saturdays, and Sundays, as well as on Mondays when the preceding Sunday is a federal holiday. Such Temporary Sign shall not exceed twenty-four (24) square feet if affixed to the building wall or six (6) square feet if affixed to the ground. Such Temporary Sign must be located entirely on the Zoning Lot where the Establishment is located and must be outside of the Sight Distance Triangle."

I, \_\_\_\_\_ certify that I am the Property Owner authorized to apply for this permit.  
(PRINT NAME)

**Owner:** \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGN NAME)

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGN NAME)

**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

Is the Temporary Sign for a **Non-Residential Use** (i.e. business, church, school, etc.)?

If yes, see **Table A** (page 2) or *Article 12: Sign Regulations* for signage requirements.

Is the Temporary Sign for a **Residential Use**?

If yes, see **Table B** (page 3) or *Article 12: Signs Regulations* for signage requirements.

### Table A: Non-Residential Temporary Signs

Sign Type	Maximum Sign Area Allowance	Maximum Sign Height	Maximum Number	Duration
<b>Basic</b>	24 sq ft if affixed to the building OR 6 sq. ft if affixed to the ground	N/A	1 sign	Max. 30 days per calendar year. No more than 3 sign permits annually. Max. 15 days per permit.
<b>Temporary Construction &amp; Development</b>	32 sq ft	8 ft.	2 signs	Such Temporary Signs shall be removed within thirty (30) days after (i) the completion of construction of a Building on the site in the case of a previously undeveloped site, (ii) the occupancy of an existing Building, or (iii) the beginning of the intended use of a site where no Building is to be constructed.

### Table B: Residential Temporary Signs

Sign Type	Maximum Sign Area Allowance	Maximum Sign Height	Maximum Number	Duration
<b>Subdivision Promotion Sign</b>	32 sq ft	10 ft	1 on-site & 1 off-site sign w/ min. 25-lot subdivision	Must be removed when building permits have been issued for seventy-five percent (75%) or more of the Lots within the subdivision.
<b>Flags</b>	35 sq ft	20 ft	1 flag for every 10 ft of street frontage, max. 10 flags	May be displayed for a period not to exceed twelve (12) months and only during the twelve (12) month period following the initial issuance of a residential Building permit within such subdivision.