



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

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*, “On each Non-residential Zoning Lot, and in lieu of such Temporary Non-Commercial signs as are permitted without a Sign Permit under Section 12.040.A.4, one Temporary Sign made of paper, cardboard or other lightweight materials with comparable support materials designed for temporary display of Messages may be authorized under this subsection by Permit. Such Temporary Signs may be authorized for a maximum of thirty (30) days cumulatively during one (1) calendar year with not more than three (3) Sign Permits authorized per year and each such Permit authorizing one (1) to fifteen (15) consecutive days. Such Temporary Sign shall not exceed twenty-four (24) square feet.” It shall be responsibility of the Property Owner to authorize and distribute the maximum thirty (30) day Temporary Sign allowance between all non-residential uses on the subject parcel.

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
Basic	24 sq ft	N/A	1 sign	Max. 30 days per calendar year. No more than 3 sign permits annually. Max. 15 days per permit. <i>(NOTE: Multi-tenant uses must be authorized & distributed by Property Owner for entire parcel)</i>
Temporary Construction & Development	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
Subdivision Promotion Sign	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.
Flags	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.