



COMMUNITY DEVELOPMENT DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Phone: (618) 624-4500 x4
Fax: (618) 624-4534

PERMANENT SIGN PERMIT APPLICATION

(Do not write in this space – for office use only)

Date: _____ Permit Number: _____ Zoning District: _____ Permit Fee: _____

I. APPLICANT INFORMATION

Project Name: _____

Project Address: _____

Property Owner(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Applicant Name (if different than Owner): _____ ☐ Contractor
☐ Tenant

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

**IF APPLICANT IS NOT THE PROPERTY OWNER,
SUBMIT SIGNED AUTHORIZATION FORM ON PAGE 4**

Electrical Contractor's Name & Phone: _____
(If different than Applicant)

II. AUTHORIZATION TO APPLY

Application is hereby made for a Certificate of Zoning Compliance, as required under the 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 Code of Ordinances, or by other ordinances, codes or regulations of O'Fallon, Illinois.

Applicant Signature: _____ Date: _____

III. SIGN INFORMATION

Please fill out one box per sign. Attach duplicate sheets if necessary.

Sign Type:

- | | | |
|--|---|--|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Freestanding Sign | <input type="checkbox"/> Projecting Sign |
| <input type="checkbox"/> Illuminated | <input type="checkbox"/> Non-Illuminated | |
| <input type="checkbox"/> Changeable copy (LED) | <input type="checkbox"/> Changeable copy (Manual) | |

Sign Dimensions:

Overall Sign Height including base (required for freestanding signs): _____ feet _____ inches

Copy Area Height: _____ feet _____ inches

Copy Area Width: _____ feet _____ inches

Sign Area: _____ sq. ft.

Wall Dimensions (required for wall signs):

Wall Height: _____ feet _____ inches

Wall Width: _____ feet _____ inches

Wall Area: _____ sq. ft.

Street Frontage (required for freestanding signs):

Street Frontage: _____ feet _____ inches

Projecting Sign Info:

Distance from curb to outer edge of sign: _____ feet _____ inches

Distance from wall to outer edge of sign: _____ feet _____ inches

Distance between sidewalk and bottom edge of sign: _____ feet _____ inches

TOTAL COST OF ALL SIGNS: \$ _____

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

1. Sign Construction
 - ☐ Design of sign with dimensions (photograph or drawing)
 - ☐ Location of sign on building (for wall signs)
 - ☐ Dimensions and locations of all existing signs
 - ☐ Materials used for sign and lettering
 - ☐ Sign supports (for freestanding signs)
 - ☐ Method of attachment (for wall signs)
 - ☐ Footing/foundation plan (for freestanding signs)
 - ☐ Stamped structural drawings of the footing/structure are required for freestanding signs of ten feet in height or more
2. Site Plan (for freestanding signs only)
 - ☐ Lot dimensions
 - ☐ Location of sign (distance from property lines-not curbs/sidewalks/etc.)
 - ☐ Location of all easements within 20 ft of sign
3. Electrical
 - ☐ Notation on the plans that the electrical installation is to comply with the current adopted NEC
 - ☐ Location of disconnecting means to comply with the current adopted NEC
 - ☐ Size, type, branch circuit rating of branch circuit for the sign
 - ☐ Grounding/bonding detail for the sign

STAFF USE ONLY

Planning & Zoning Division Approval:

Approved by: _____ Date: _____

Building & Inspections Division 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: _____



OWNER'S AUTHORIZATION FORM
ATTACHMENT TO SIGN PERMIT

Submit this signed permission form when the property owner is not the applicant.

DATE: _____

TO: COMMUNITY DEVELOPMENT 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.

Signature: _____

Date: _____

Print name: _____

SIGN CODE SUMMARY FREESTANDING SIGNS

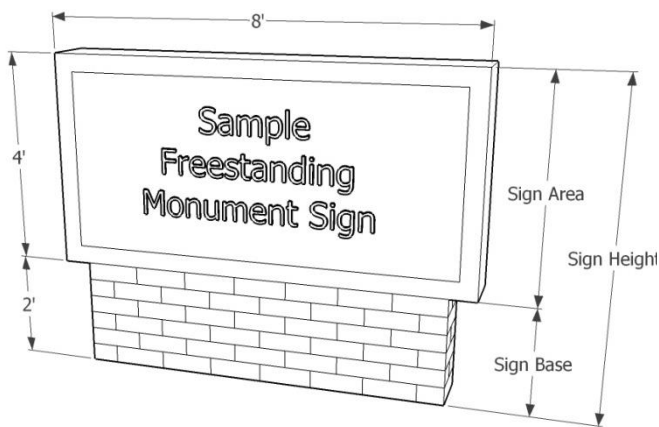
1. Is the freestanding sign on Highway 50 between Old Collinsville Road and State Street ("Spur")?
If yes, then see signage requirements for **West Highway 50 Corridor** under **Table A**.
2. Is the freestanding sign located on a lot that fronts Interstate 64?
If yes, then see signage requirements for **I-64 Frontage Lot** under **Table A**.
3. Is the freestanding sign for a residential home conversion for new business use?
If yes, then see signage requirements for **Residential Conversion** under **Table A**.
4. Is the freestanding sign for a multi-tenant building?
If yes, then see signage requirements for **Tenant ID** under **Table A**.
5. Is the freestanding sign part of 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 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

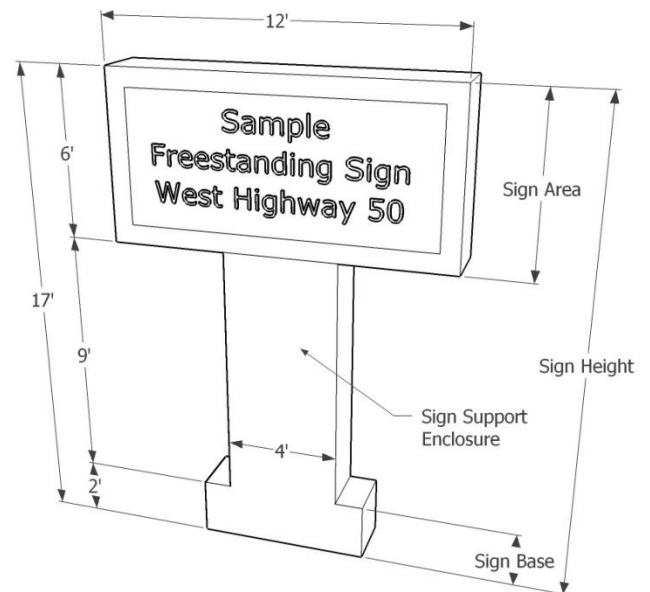
Sign Type	Maximum Sign Area Allowance	Maximum Sign Height	Additional Requirements
Monument	Street frontage in lineal feet x 0.40 <u>or</u> 100 sq ft, whichever is less	6 ft at the property line; Sign height may be increased by 1 ft for every 4 ft setback from property line up to 10 ft in height	1. Max. Sign Width – 12 ft 2. Sign Base Height – 1 to 3 ft 3. Sign supports enclosed at min. 75% 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
Multi-Tenant Monument	Street frontage in lineal feet x 0.50 <u>or</u> 132 sq ft, whichever is less	8 ft at the property line; Sign height may be increased by 1 ft for every 4 ft setback from property line up to 12 ft in height	1. Max. Sign Width – 12 ft 2. Sign Base Height – 1 to 3 ft 3. Sign supports enclosed at min. 75% 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
I-64 Frontage Lot	Street frontage in lineal feet x 0.40 <u>or</u> 250 sq ft, whichever is less	35 ft	1. Max. Sign Face Dimension – 21 ft 2. Max. Number of Signs – 1 3. Sign supports enclosed at min. 33% 4. 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	1. Max. Sign Width – 12 ft 2. Sign Base Height – 1 to 3 ft 3. Sign supports enclosed at min. 33% 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 or 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 4. Max. Sign Face Height – 24 ft
Directional	1-4 sq ft	3 ft	<ol style="list-style-type: none"> 1. Sign supports must be enclosed at min 33% width
Residential Subdivision Entry	40 sq ft	10 ft	<ol style="list-style-type: none"> 1. Must be located within an outlot or sign easement

Freestanding Sign – Monument



Freestanding Sign – W. Highway 50



SIGN CODE SUMMARY

WALL, PROJECTING, & WINDOW SIGNS

Table B: Wall or Projecting Signs

Sign Type	Maximum Sign Area Allowance	Maximum Sign Height	Additional Requirements
Wall	Wall Area x 0.10 <u>or</u> 300 sq ft, whichever is less	N/A	1. One sign per wall, up to maximum of 3 per establishment 2. Wall must face street or parking lot 3. Includes signs on Awnings, Canopies or Marquees
Projecting	16 sq ft	Cannot exceed vertically past roofline & cannot extend below a point of 8 ft above the ground or pavement	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)	20% of window	N/A	N/A

Projecting Sign

Wall Sign

