



COMMUNITY DEVELOPMENT DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Phone: (618) 624-4500 x 4
Fax: (618) 624-4534

APPLICATION FOR A PERMANENT SIGN PERMIT

Date: Permit Number: Permit Fee:

I. APPLICANT INFORMATION

Project Name: Zoning District:

Project Address:

Property Owner(s):

Mailing Address:

City: State: Zip:

Phone: Fax: Email:

Applicant Name: Contractor Tenant
(If different than Owner)

Mailing Address:

City: State: Zip:

Phone: Fax: Email:

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:

(If applicant is not the property owner, please refer to the "Owner's Authorization" 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 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 Height: _____ feet _____ inches Width: _____ feet _____ inches

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

Storefront Dimensions (required for wall signs):

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

Street Frontage (required for freestanding signs):

_____ feet _____ inches

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

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

Storefront Dimensions (required for wall signs):

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

Street Frontage (required for freestanding signs):

_____ feet _____ inches

TOTAL COST OF ALL SIGNS: \$ _____

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

1. Sign Details

- Design of sign (photograph or drawing)
- Dimensions of sign
- Location of sign on building (for wall signs- photograph or drawing)
- Dimensions and locations of all existing signs
- Materials used for sign and lettering
- Sign supports (for freestanding signs)
- Method of attachment (for wall signs)

2. Site Plan (for freestanding signs only)

- Lot dimensions
- Location of sign (distance from lot lines and buildings)
- Location of all easements within 20 ft of sign

3. Provide a grounding detail if electric is provided for illuminated signage (Requires separate electrical inspection and may require a separate electrical permit.)

4. Provide stamped structural drawings of the footing/structure for freestanding signs of ten feet in height or over.

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: _____

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.

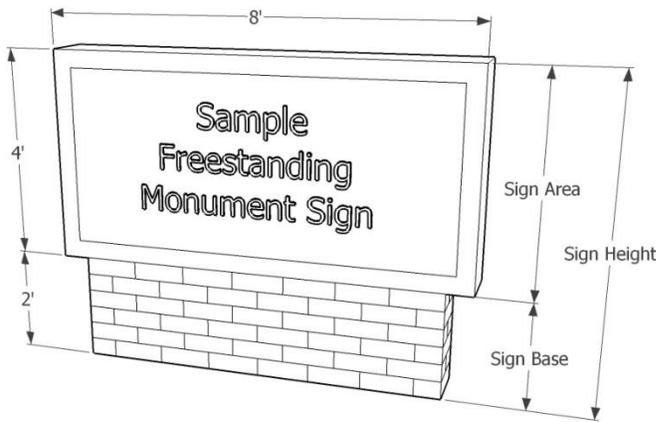
1. Is this Freestanding Sign for a Non-residential Use on Highway 50 between Old Collinsville Road and State St. (“Spur”)?
If yes, then see signage requirements for **West Highway 50 Corridor** under **Table A**.
2. Is this Freestanding Sign for a Non-residential Use to be located on a lot that fronts 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

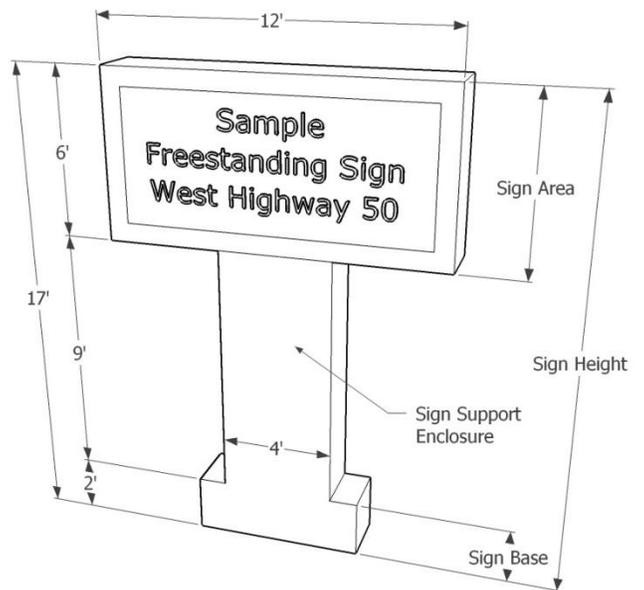
Sign Type	Maximum Sign Area Allowance	Maximum Sign Height	Additional Requirements
Monument	Street frontage in lineal feet x 0.40 <u>or</u> 100 sq ft, whichever is less	6 ft at the property line; Sign height may be increased by 1 ft for every 4 ft setback from property line up to 10 ft in height	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<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 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 <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 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 with a compatible material
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



Freestanding Sign – I-64 Frontage Lot

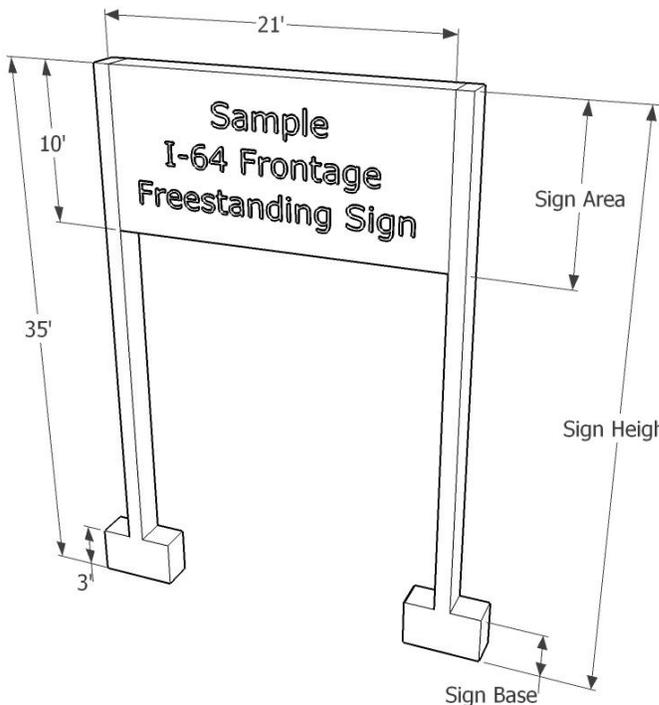
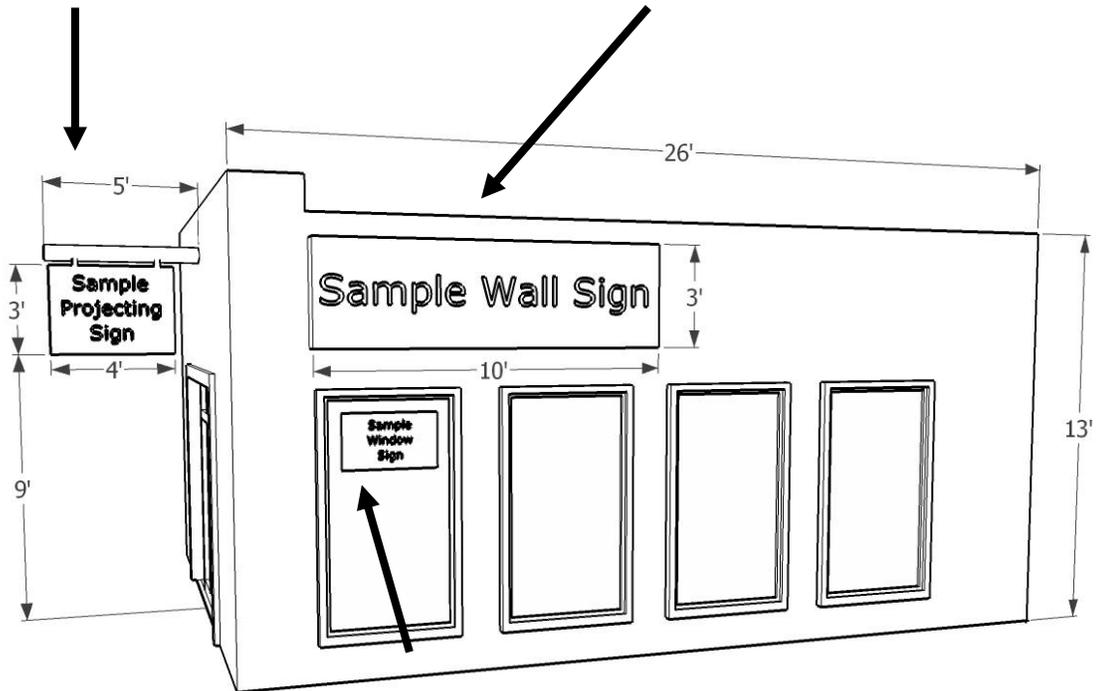


Table B: Wall or Projecting Signs

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



Window Sign

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



OWNER'S AUTHORIZATION FORM
ATTACHMENT TO SIGN PERMIT

This Owner's Authorization Form is to be used when the business owner is not the property owner or authorized agent for the property owner of record.

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.

Sign: _____ Date: _____

Print name: _____