



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: Permit Fee: \$35

I. APPLICANT INFORMATION

Project Name: Zoning District:

Project Address:

Property Owner(s):

Mailing Address:

City: State: Zip:

Phone: Fax: Email:

Applicant Name: Contractor
(Tenant)

Mailing Address:

City: State: Zip:

Phone: Fax: Email:

II. SIGN INFORMATION

- On Building (Max. 24 sf)
In Ground (Max. 6 sf)
Grand Opening
Outdoor Sales Display
Subdivision Promotion

Sign Dimensions:

Length: feet inches Width: feet inches

Sign Area: sq. ft. Number of Signs: Total Cost of All Signs: \$

Permit 1: Post Date: Removal Date: Days:

Permit 2: Post Date: Removal Date: Days:
(If applicable)

Permit 3: Post Date: Removal Date: Days:
(If applicable)

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

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: _____ **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

Below is a summary table of temporary signs authorized only by permit. For a full description of the sign regulations, see **Article 12 Sign Regulations** of the Zoning Code of Ordinances.

Non-Residential Temporary Signs Summary Table

Sign Type	Maximum Sign Area Allowance	Maximum Sign Height	Maximum Number	Duration
On Building	24 sf if affixed to the building	N/A	1 sign	Max. 45 days per calendar year, Monday thru Thursday. No more than 3 sign permits annually.
In Ground	6 sf if affixed to the ground	N/A	1 sign	Max. 45 days per calendar year, Monday thru Thursday. No more than 3 sign permits annually.
Grand Opening	48 sf aggregate	Inflatables may not exceed the lesser of 25' or building height.	No limit	Max. 30 days immediately following the initial opening of the business location.
Outdoor Sales Display	Varies by sign type, see ordinance.	Varies by sign type, see ordinance.	Varies	Varies by sign type, see ordinance.
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.