

**APPLICATION FOR SIGN INSTALLATION PERMIT**

Zoning Administrator  
212 N. Main St.  
Marissa, Illinois 62257

Sign Application No. \_\_\_\_\_  
Date: \_\_\_\_\_, \_\_\_\_\_

Permit Issued ( )  
Permit Denied ( )  
Reason: \_\_\_\_\_  
\_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_  
Date: \_\_\_\_\_  
Electrical Permit Required \_\_\_\_\_

**Instructions to Applicant:** The following information must be completed and submitted with a sketch of the proposed sign(s) and a site plan showing the location of the proposed sign(s) in relation to buildings and/or lot lines. Applicants are encouraged to visit the office of the Zoning Administrator for any assistance needed in filling out this form.

1. Name of Applicant(s): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

2. Property interest of applicant:  
( ) Owner ( ) Lessee ( ) Contract Purchaser ( ) Other: \_\_\_\_\_

3. Name of Owner(s) (if other than applicant): \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

4. Location of Property:  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Legal description: (Lot, block, and subdivision; or metes and bounds.)  
\_\_\_\_\_  
\_\_\_\_\_

ZONE DISTRICT CLASSIFICATION: \_\_\_\_\_

5. Type of sign: (check two)

\_\_\_\_\_ Freestanding  
\_\_\_\_\_ Projecting  
\_\_\_\_\_ Wall  
\_\_\_\_\_ Roof  
\_\_\_\_\_ Combination (specify)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Business  
\_\_\_\_\_ Real Estate  
\_\_\_\_\_ Identification  
\_\_\_\_\_ Subdivision  
\_\_\_\_\_ Other (specify):  
\_\_\_\_\_  
\_\_\_\_\_

6. Size of sign:  
Height: \_\_\_\_\_ft. Width: \_\_\_\_\_ft. TOTAL SIGN AREA: \_\_\_\_\_sq. ft.  
Size of sign is determined as follows:

7. Frontage: Width of front lot line: \_\_\_\_\_ft.  
Width of building front: \_\_\_\_\_ft.  
Setback of building from front lot line: \_\_\_\_\_ft.

8. Illumination of sign: ( ) Neon, flashing  
( ) Neon, non-flashing  
( ) Floodlights  
( ) Non-Illuminated

9. If illuminated, hours of operation: ( ) FROM: \_\_\_\_\_ TO \_\_\_\_\_

10. I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

DATE: \_\_\_\_\_, \_\_\_\_ APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_, \_\_\_\_ OWNER: \_\_\_\_\_

### CERTIFICATE OF COMPLIANCE

The plans and specifications submitted with this application are in conformity with the sign regulations applicable to the subject property. Changes in plans or specifications shall not be made without written approval of this office. Failure to comply with the above shall constitute a violation of the sign regulations.

Permit issued this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

ZONING ADMINISTRATOR: \_\_\_\_\_

## **SITE PLAN**

A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- A. Location and dimensions of: Lot, buildings, driveways, and off-street parking spaces.
- B. Distance between: Buildings and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and principal buildings on adjacent lots.
- C. Location of: Signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Code.

SCALE: 1" = \_\_\_\_\_