



# Sign Permit Application

Consolidated Application for Zoning Certificate and Building Permit

## 1. PROPERTY INFORMATION

ADDRESS: \_\_\_\_\_ (ZIP + 4) \_\_\_\_\_ - \_\_\_\_\_

PIN (PARCEL IDENTIFICATION NUMBER): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (FOUND ON TAX BILL; TAX ID)

CURRENT ZONING DISTRICT: \_\_\_\_\_

TOTAL CONSTRUCTION COST: \$ \_\_\_\_\_ FEE: \$95 (FIRST SIGN) AND \$50 (FOR EACH SUBSEQUENT SIGN LISTED ON THE APPLICATION)

## 2. SIGNS REQUESTED

## 2 SITE PLANS & ELEVATIONS REQUIRED PER SIGN

### SIGN #1

TYPE: (CIRCLE ONE) WALL | FREESTANDING | AWNING | OTHER(DESCRIBE) \_\_\_\_\_

AREA OF SIGN: \_\_\_\_\_ SQ FT

AREA OF WALL: \_\_\_\_\_ SQ FT (WALL SIGNS)

HEIGHT: \_\_\_\_\_ FT (FREESTANDING SIGNS).

MULTIPLE MESSAGE SIGN? \_\_\_ YES \_\_\_ NO

FREQUENCY OF CHANGE \_\_\_\_\_

INSTANTANEOUS TRANSITION? \_\_\_ YES \_\_\_ NO

(CHECK TO ACKNOWLEDGE:)

AUTOMATIC DIMMING DEVICE? \_\_\_ YES

MAX. 500 NIGHTTIME NITS OF INTENSITY \_\_\_ YES

MAX. 5000 DAYTIME NITS OF INTENSITY \_\_\_ YES

### SIGN #2

TYPE: (CIRCLE ONE) WALL | FREESTANDING | AWNING | OTHER(DESCRIBE) \_\_\_\_\_

AREA OF SIGN: \_\_\_\_\_ SQ FT

AREA OF WALL: \_\_\_\_\_ SQ FT (WALL SIGNS)

HEIGHT: \_\_\_\_\_ FT (FREESTANDING SIGNS)

MULTIPLE MESSAGE SIGN? \_\_\_ YES \_\_\_ NO

FREQUENCY OF CHANGE \_\_\_\_\_

INSTANTANEOUS TRANSITION? \_\_\_ YES \_\_\_ NO

(CHECK TO ACKNOWLEDGE:)

AUTOMATIC DIMMING DEVICE? \_\_\_ YES

MAX. 500 NIGHTTIME NITS OF INTENSITY \_\_\_ YES

MAX. 5000 DAYTIME NITS OF INTENSITY \_\_\_ YES

### SIGN #3

TYPE: (CIRCLE ONE) WALL | FREESTANDING | AWNING | OTHER(DESCRIBE) \_\_\_\_\_

AREA OF SIGN: \_\_\_\_\_ SQ FT

AREA OF WALL: \_\_\_\_\_ SQ FT (WALL SIGNS)

HEIGHT: \_\_\_\_\_ FT (FREESTANDING SIGNS)

MULTIPLE MESSAGE SIGN? \_\_\_ YES \_\_\_ NO

FREQUENCY OF CHANGE \_\_\_\_\_

INSTANTANEOUS TRANSITION? \_\_\_ YES \_\_\_ NO

(CHECK TO ACKNOWLEDGE:)

AUTOMATIC DIMMING DEVICE? \_\_\_ YES

MAX. 500 NIGHTTIME NITS OF INTENSITY \_\_\_ YES

MAX. 5000 DAYTIME NITS OF INTENSITY \_\_\_ YES

### SIGN #4

TYPE: (CIRCLE ONE) WALL | FREESTANDING | AWNING | OTHER(DESCRIBE) \_\_\_\_\_

AREA OF SIGN: \_\_\_\_\_ SQ FT

AREA OF WALL: \_\_\_\_\_ SQ FT (WALL SIGNS)

HEIGHT: \_\_\_\_\_ FT (FREESTANDING SIGNS)

MULTIPLE MESSAGE SIGN? \_\_\_ YES \_\_\_ NO

FREQUENCY OF CHANGE \_\_\_\_\_

INSTANTANEOUS TRANSITION? \_\_\_ YES \_\_\_ NO

(CHECK TO ACKNOWLEDGE:)

AUTOMATIC DIMMING DEVICE? \_\_\_ YES

MAX. 500 NIGHTTIME NITS OF INTENSITY \_\_\_ YES

MAX. 5000 DAYTIME NITS OF INTENSITY \_\_\_ YES

**NOTE:** SITE PLAN & ELEVATIONS MUST SHOW ALL OTHER SIGNS ON THE PROPERTY.

**WALL SIGNS:** THE TOTAL AREA OF ALL BUILDING MOUNTED SIGNS CANNOT EXCEED 20% OF THE AREA OF THE WALL.

**FREESTANDING SIGNS:** NO MORE THAN 1 SQ FT OF SIGN IS ALLOWED FOR EACH 1 FT OF FRONTAGE (70 SQ FT MAX.) SETBACK IS 1/2 THE YARD SETBACK FOR THE ZONING DISTRICT.

**MULTIPLE MESSAGE SIGN:** INCLUDES TIME, TEMPERATURE AND STOCK MARKET SIGNS, ELECTRONIC MESSAGE/READER BOARDS, AND ELECTRONIC BILLBOARD DISPLAYS. SIGNS MAY NOT CHANGE MORE THAN EVERY 10 SECONDS, AND TRANSITIONS MUST BE INSTANTANEOUS. TIME/TEMPERATURE /STOCK SIGNS MAY NOT CHANGE MORE THAN ONCE PER 3 SECONDS. SIGNS IN THE B1 DISTRICT ARE EXEMPT FROM TIME AND TRANSITION REQUIREMENTS. SIGNS MUST BE EQUIPPED WITH AUTOMATIC DIMMING EQUIPMENT: MAXIMUM 500 NITS OF INTENSITY ARE PERMITTED DURING LOW-LIGHT CONDITIONS AND 5000 NITS DURING DAYTIME HOURS.

**OTHER SIGNS:** CONSULT SECTION 17 OF THE CITY OF PEORIA ZONING ORDINANCE FOR MORE INFORMATION.

**3. APPLICANT INFORMATION**

OWNER / TENANT (PRINT): \_\_\_\_\_  OWNER  TENANT

ADDRESS, CITY, STATE, ZIP + 4: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

SIGNATURE\*: \_\_\_\_\_ DATE: \_\_\_\_\_

*\*By signing this form, I certify that the information provided is true and correct. I understand that the zoning certificate is being issued based upon the information I have provided in the application; that the certificate will not be valid if the application is found to be untrue or incorrect; and that enforcement action will ensue if the application or improvements are determined to be illegal.*

\*\*CONTRACTOR (PRINT): \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP + 4: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

*\*\*Contractor agrees to perform the above work in accordance with the plans and specifications and ordinances of the City of Peoria, and to notify the Inspections Department when ready for inspection. Violation of the above shall subject the person to fines and penalties.*

**REQUIRED SITE PLAN & SUBMITTAL INFORMATION CHECKLIST**

**\$95 – ZONING REVIEW FEE + BUILDING INSPECTIONS FEE (CHECKS PAYABLE TO CITY OF PEORIA)**

- TWO (2) SITE PLANS **DRAWN TO SCALE** AND/OR TWO (2) ELEVATION DRAWINGS
- 1. INDICATE ALL PROPERTY LINES, ALL ADJACENT STREETS, THE **EXACT LOCATION** OF ALL BUILDINGS, AND ALL EXISTING SIGNS.
- 2. INDICATE THE LOCATION OF THE PROPOSED SIGN.
- 3. **ELEVATION DRAWINGS FOR WALL SIGNS** MUST SHOW ENTIRE FAÇADE AND ALL PROPOSED AND EXISTING SIGNS.
- 4. **THE CITY OF PEORIA SHALL DETERMINE WHETHER OR NOT A SEPARATE ELECTRICAL PERMIT IS REQUIRED - IE: THE INSTALLATION OF ANY NEW SERVICE OR BRANCH CIRCUITS SHALL REQUIRE AN ELECTRICAL PERMIT BY A LICENSED ELECTRICAL CONTRACTOR.**
- 5. **THE CITY OF PEORIA SHALL DETERMINE WHAT DEGREE OF PLANS, ENGINEERING, OR SUBMITTALS SHALL BE REQUIRED PRIOR TO ISSUANCE OF PERMITS.**

**MAIL APPLICATIONS TO:** PLANNING AND GROWTH MANAGEMENT, 456 FULTON ST, SUITE 402, PEORIA, IL 61602-1220

**Planning and Growth Management**

**Phone:** (309) 494-8600

**Fax Applications:** (309) 494-8680

**Building Inspections**

**Phone For Inspection:** (309) 494-8620

**Availability:** Inspectors are available between 7:30-8:30 a.m. and 3:00-4:00 p.m.