



APPLICATION FOR TEMPORARY – PROMOTIONAL SIGN INSTALLATION PERMIT

City of Edwardsville
Dept. of Public Works
200 East Park Street
Edwardsville, IL 62025

Temporary-Promotional
Sign Application No. _____

Date Submitted: _____

Date Approved: _____

- Permit Issued
 Permit Denied

Reason: _____

FEE: \$10.00 (per Sign)

Fee Paid _____ Date: _____

Electrical Permit Required: _____

Electrical Permit Number: _____

◆ No sign may be erected without an approved sign permit. Penalties will result if a sign is erected without an approved permit.

◆ This application must be filled out in its entirety including all signatures and proposed sign diagrams before submittal. Incomplete applications will be returned to the applicant for completion.

Instructions to the applicant:

A sketch of the proposed sign(s) showing dimensions and area is required for all sign permits. For temporary or promotional wall signs, a sketch of the frontage(s) on which the proposed sign(s) will be placed is required, depicting the location of the sign on the building. For proposed temporary or promotional freestanding signs, a site plan showing the location of the proposed sign(s) in relation to the buildings and/or lot lines is also required. Applicants are encouraged to visit the Public Works office for any assistance needed in filling out the form.

TEMPORARY SIGNS are allowed for establishments with no existing signage for a period of **30 days**.

PROMOTIONAL SIGNS are allowed for a period not to exceed **7 days** four times in a calendar year and are limited to one twenty-four (24) square foot sign.

1) Applicant's Name: _____ Phone: _____
Email Address _____
Address: _____
City: _____ State: _____ Zip Code: _____

2) Property Interest of Applicant:
 Owner Contract Purchaser Lessee Other _____

3) Name of Property Owner(s) if other than Applicant:
Name: _____ Phone: _____
Email Address _____
Address: _____
City: _____ State: _____ Zip Code: _____

4) Location of Property:
Address: _____
Parcel I.D. Number: _____ Zoning: _____

5) Frontage: Width of building front tenant space (when applicable): _____ Ft. (Required)

6) Sign Installer:

Name: _____ Phone: _____

Email Address _____

Address _____

City: _____ State: _____ Zip Code: _____

6) Cost of Sign: _____

7) Proposed sign is:

Temporary (not to exceed 30 days – **no other signs on site**)

Beginning Date _____ Expiration Date _____ (30 Days)

Promotional* (not to exceed 7 days –four times in a calendar year)

Beginning Date _____ Expiration Date _____ (7 Days)

* Promotional signs require the Total Existing Signage: _____ TOTAL Sq. Ft.

Inflatable* (not to exceed 48 hour period – every 90 days)

Beginning Date _____ Expiration Date _____ (48 hrs)

Height of Inflatable _____ Feet

♦ Height limited to height of nearest building or 25' whichever is less. Inflatable signs are prohibited from building roof tops.

Type of Sign (check one in each column)

Free Standing

Wall

Combination of

_____ & _____

Other _____

Business

Real Estate

Identification

Construction

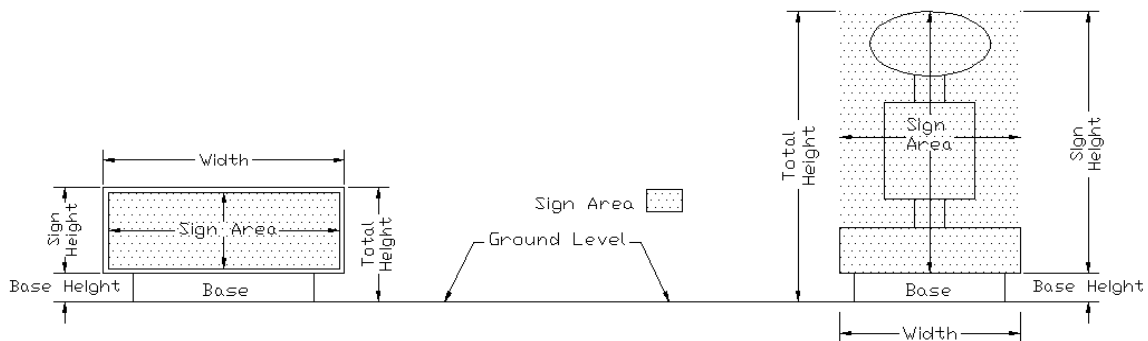
Other _____

8) A copy of sign and all pertinent plans, sketches or drawings, including their dimensions is required -- please attach.

Size of Proposed New Sign: (see example below)

Sign Height _____ Ft. Sign Width _____ Ft. Total Sign Area [Sign Height x Width] = _____ Sq. Ft.

Size of sign is determined as follows:



- 9) Illumination of Sign: Non-Illuminated Flood Lights
 Back-Lighted LED
 Neon (Variance Required)

10) Hours of illumination (if applicable): From _____ (a.m./p.m.) to _____ (a.m./p.m.)

11) For all proposed **freestanding** temporary or promotional signs a site plan is required. Please see page 4 for site plan requirements. For **wall signs**, a sketch of the frontage(s) on which the proposed sign(s) will be placed is required, depicting the location of the sign on the building. **Window signage** requires a sketch with dimensions of all windows and the proposed signage.

12) I certify that all of the above statements and those contained in any papers or plans submitted herewith are true and accurate. I also understand that changes in plans or specifications shall not be made without written approval of this office. Failure to comply with these regulations shall constitute a violation of the sign regulations. Signs erected without a permit are illegal and will be prosecuted.

Applicant:

Signature: _____ Date _____
 Printed Name _____

Business Owner:

Signature: _____ Date _____
 Printed Name _____

Property Owner:

Signature: _____ Date _____
 Printed Name _____

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. Signs erected without a permit are illegal and will be prosecuted.

Permit issued this _____ day of _____, 20 _____

Zoning Administrator _____

SITE PLAN

(Required for all proposed freestanding temporary or promotional signs)

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

Location and dimensions of:

- Lot (indicate if corner lot)
- All Buildings
- Driveways and Off-Street Parking Spaces
- Easements
- Underground & Overhead Utilities
- Location of Proposed Freestanding Sign (indicate distance to front and side property lines)

Note: The Zoning Administrator may require additional information as necessary for permit approval.