



**Building Department**  
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<u>For Office Use Only</u>	
Permit No:	_____
Zoning District:	_____
Date:	_____
Fee: \$	_____
Permit Expires:	_____
Located in Downtown Conservation District? Yes No	

## APPLICATION FOR TEMPORARY SIGN PERMIT

THIS APPLICATION MUST BE COMPLETE AND LEGIBLE

### 1. SIGN INFORMATION

Grand Opening  
 (if checked, complete A and B below)

All Other Temporary Signs  
 (if checked, complete B and C below)

#### A. Business where sign will be located.

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

#### B. Structural Type, Dimension and Wording of Sign: (See attached Summary of Sign Requirements)

1.  Balloon     Banner     Ground     Portable     Wall     Other (List): \_\_\_\_\_

2.  Single Faced     Double Faced

3. Length \_\_\_\_\_ ft. x Width \_\_\_\_\_ ft. = Total Sign Area: \_\_\_\_\_ sq.ft.

4. Total Height from finished grade: \_\_\_\_\_ ft. (15' max)

5. Wording on Proposed Sign: \_\_\_\_\_

#### C. If "All Other Temporary Signs" is checked, the following information is required.

1. Dates to be displayed: \_\_\_\_\_ to \_\_\_\_\_  
 (Limited to fourteen (14) consecutive days and no more than six (6) times during a calendar year.)

2. Temporary signs are limited to two (2) locations unless otherwise approved by the Director of Building & Engineering.

3. A letter from each property owner(s)/landlord(s) granting permission to display signs on above dates.

#1 Sign Address: \_\_\_\_\_

#2 Sign Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

**2. CONTACT INFORMATION**

**A. Applicant:** Do you qualify as a Not-For-Profit?  Yes  No (If yes, attach a copy of your 503c letter.)

If yes, Name of NFP: \_\_\_\_\_

Applicant Name & Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**B. Sign Company:**  Same as Applicant above.

Name & Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**C. Business Owner:**

Business Name & Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**3. REQUIRED SUBMITTAL CHECKLIST**

- I have reviewed and understand the attached Summary of Sign Requirements.
- Diagram of Sign – see page 3
- Site Plan – see page 3
- If applicable, approval letters from Section 1(C).

**4. SIGNATURE REQUIRED**

I hereby certify that the information contained in this application is true, correct, and that I have read, understand and will conform to all City of Sycamore's Codes and Ordinances, specifically Article 6.8 of the Unified Development Code as it pertains to this application for permit. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications, and dimensions shown on the Sign Diagram and Site Plan, except for such changes as may be necessary, authorized or required by the City of Sycamore. No work shall be conducted until a permit is issued and obtained.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**INCLUDE THE FOLLOWING IN SIGN DIAGRAM**

1. If you are submitting a rendering prepared by a sign company, write "See Attached" below and attach it to this application
2. All dimensions of the proposed sign.
3. Height from finished grade.
4. Wording on proposed sign.

**INCLUDE THE FOLLOWING IN SITE PLAN**

1. If attaching a site plan prepared on a separate sheet, write "See Attached" below, and attach it to this application.
2. An arrow indicating "north".
3. All streets and alleys adjacent to the property.
4. The proposed sign on the lot and label it "sign".
5. Any existing structures on the lot and label them with an "X".
6. Show setback dimensions (10' min) from property line, and include the distance from the proposed sign to all property lines (front, side and rear), existing structures and easements.
7. If applying for a wall sign, a rendering of the building elevation where the wall sign will be placed, along with dimensions of the wall.
8. No sign shall be erected in the sight triangle.