

| Office Use Only | |
|---|---------------------|
| Permit No: _____ | Expires: _____ |
| Zoning District: _____ | |
| Date: _____ | |
| Fee: \$ _____ | |
| Located in Downtown Conservation District? Yes / No | |
| Approved: _____ | Not Approved: _____ |
| Comments: _____ | |

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 Community Development Director.

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

Sign #1 Address: _____

Sign #2 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 501c3 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 Ordinance 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.