

Procedure for Installing a Commercial Sign

1. Make sure your sign meets City zoning requirements:

- a. Wall signs placed against the exterior walls of building shall not extend more than 6 inches outside of a building's wall surface, shall not exceed 500 square feet in area for any one premise, and shall not exceed 20 feet in height above the mean centerline street grade.
- b. Projected signs fastened to, suspended from, or supported by structures shall not exceed 100 square feet in area for any one premise; shall not extend more than 6 feet into any required yard; shall not extend more than 3 feet into any public right-of-way; shall not be less than 10 feet from all side lot lines; shall not exceed a height of 20 feet above the mean centerline street grade, 15 feet above a driveway or an alley.
- c. Ground signs shall not exceed 20 feet in height above the mean centerline street grade, shall meet all yard requirements for the district in which they are located, and shall not exceed 100 square feet on all sides for any one premises.
- d. Roof signs shall not exceed 10 feet in height above the roof, shall meet all the yard and height requirements for the district in which they are located, and shall not exceed 300 square feet on all sides for any one premises.
- e. All signs shall advertise, promote, or represent only establishments, goods, or services located, sold, or manufactured within 100 feet.
- f. Combination of any of the above signs shall meet all the requirements for the individual sign.

2. Contact the City for a miscellaneous building permit application and complete it.

3. Submit the following materials to the city:

- a. Complete application
- b. A site plan showing where the sign will be located on the property (can use aerial from county)
- c. A plan and picture of the sign
- d. Permit fee of \$0.50/sf minimum fee of \$25 (checks made payable to the City of Arcola)

4. Locate your property pins, mark pins and location of shed. If pins cannot be located the city reserves the right to require a survey to locate/set pins.

5. Request a J.U.L.I.E. utility locate (1.800.892.0123 or www.illinois1call.com) at least 48 hours prior to stating work.

6. Install the sign

Note:

* The city has information on the easements in the newer subdivisions. If the city does not have easement information on your property, it is the responsibility of the property owner to obtain that information from the county recorder's office or abstract company. If a sign is

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located in an easement, the sign may be moved and/or destroyed in the course of work within the easement. The property owner will not be compensated for any damage.

* An aerial photograph of your property is available from the County.

* Your permit is good for 6 months from the date of issue..

ARCOLA ILLINOIS PERMIT APPLICATION – SIGNS & FENCE

DATE: _____

PERMIT NO. _____

PROPERTY OWNER

NAME: _____

PROJECT ADDRESS: _____

PHONE: _____

LEGAL DESCRIPTION: _____

PRIMARY CONTRACTOR

NAME: _____

ADDRESS: _____

PHONE: _____

IMPROVEMENT TYPE: (____) Fence (____) Sign

ZONING DESIGNATION: _____ VARIANCE NEEDED: (____) Yes (____) No

ANTICIPATED START DATE: _____

ANTICIPATED COMPLETION: _____

TOTAL ESTIMATED PROJECT COST: _____

NOTES:

The City may, at its discretion, require the location and/or setting of property pins by a licensed land surveyor.

The Applicant hereby agrees that the approval of plans, or the issuing of a permit, procured by misrepresentation of facts of conditions, misstatement in applications, or through improper action of any officer or employee of this department does not legalize an illegal construction, arrangement or condition. Applicant further agrees that all construction be done to accepted standards and all electrical, plumbing or heating work be done to local, state and or federal codes.

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APPLICANT

I hereby certify that the above answers are correct and true.

Signature of Owner or Agent

Application Date

CITY OF ARCOLA ZONING OFFICER

PLOT PLAN ATTACHED? () Yes () No

VALUATION OF PROJECT: _____

FEE PAID: _____

Signature of Zoning Officer

Date Issued

This permit will void if construction is not started within 90 days of issuance.