

SIGN PERMIT APPLICATION

Village of North Utica • P.O. Box 188 • Utica, IL 61373
 Phone: (815) 667-4111 • Fax: (815) 667-4679

Permit No. _____



Applicant Name _____ Phone Number _____

Full Mailing Address _____

Full Construction Address _____

Property Owner Name _____ Phone Number _____

Full Mailing Address _____

Subdivision _____ Lot Size _____ Parcel # (Tax I.D. #) _____

Contractor Name _____ Phone Number _____

Full Mailing Address _____ Contractor License # _____

Approximate date when sign(s) will be installed _____

Specifically state the purpose and the type of the sign to be erected and the location of the building or structure for which the sign(s) is/are proposed:

Sign Type (Check all that apply)	Sign Description
<input type="checkbox"/> Advertising/Billboard	Sign face dimensions:
<input type="checkbox"/> Awning, Canopy, or Marquee	Sign height (ft.):
<input type="checkbox"/> Freestanding	Setback from property line:
<input type="checkbox"/> Illuminated (explain type):	Number of faces:
<input type="checkbox"/> Monument	Sign material(s):
<input type="checkbox"/> Wall	Current Zoning Classification:
<input type="checkbox"/> Other:	

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PERMIT FEES:

- All sign permits are \$30
- Make checks payable to “Village of North Utica”
- **A \$100-\$250 penalty will be assessed for construction starting before the permit is issued.**

General Requirements:

1. Attach a drawing of the proposed sign to scale, indicating height, dimensions, wording, and elevation, and state specifically the type of sign, the location on the lot in relation to the building, and any landscaping of a freestanding sign base. The drawing should show the entire lot complete with setbacks to all property lines, existing building footprint, signs, north arrow, and scale.
2. A Village Floodplain Development Permit must be obtained if the property is in a floodplain.
3. No illuminated sign shall cause a traffic hazard for any passing motorists. The signs shall not interfere with a driver’s ability to see approaching, merging, or intersecting traffic. All illuminated signs shall concentrate the illumination upon the area of the sign and shall minimize glare upon the street or adjacent property.
4. No freestanding sign shall be located closer than twenty-five (25) feet from any other sign located on another lot. No freestanding sign shall be located closer than one hundred fifty (150) feet from any other sign located on the same lot.
5. All signs in which electrical wiring and connections are required shall not endanger the health and safety of the public and shall be subject to the provisions of the National Electric Code.
6. All signs and the corresponding structural components shall not endanger the health and safety of the public.
7. Fire-resistant materials shall be used, and all letters and figures shall be securely attached to the sign structure.
8. The height of each sign shall conform to the regulations provided within each district in which the sign is located.
9. The owner of a sign, whether or not a permit is required, shall be required to maintain the sign in good structural and material condition, as determined by the Building Inspector. The sign and sign supports must be regularly painted to prevent rust and corrosion.
10. Please refer to the North Utica Zoning Ordinance (Chapter 16) for further regulations.

I hereby declare that the information contained with this application is correct and true to the best of my knowledge. I further declare that the buildings and use of the land complies with all provisions of the Zoning Ordinance of the Village of North Utica, Illinois, and that I will comply with any other provisions in applicable ordinances of the Village of North Utica, Illinois.

Applicant Signature _____

Date _____

FOR OFFICE USE ONLY

Date Application Received _____ Reason for Denial _____

Date Fee(s) Received _____ Approved By _____

Initial Insp. _____ Final Insp. _____

Permit Issued (Y/N) _____ Issue Date _____