

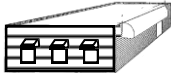
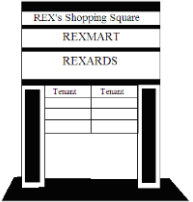


## Sign Permit Application

PLEASE PRINT CLEARLY AND FILL IN ALL THAT APPLY-IF YOU DON'T KNOW ASK!

|                                                                                                                                  |                            |                 |      |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|------|
| <b>PROJECT LOCATION:</b>                                                                                                         | Address:                   |                 |      |
| <b>PROPERTY OWNER:</b>                                                                                                           | Full Name(s):              | Phone:          |      |
|                                                                                                                                  | Address:                   | Fax:            |      |
| <b>BUSINESS:</b>                                                                                                                 | Business Name(s):          |                 |      |
|                                                                                                                                  | Business Owner/Manager(s): | Phone:          |      |
|                                                                                                                                  | Address:                   | Fax:            |      |
| <b>SIGN INSTALLER:</b>                                                                                                           | Name/Business:             | Phone:          |      |
|                                                                                                                                  | Address:                   | City/State/Zip: | Fax: |
| A <b>current</b> Certificate of Insurance must be on file with the City Clerk. (Min. 100K/300K for person(s) & 50K for property) |                            |                 |      |

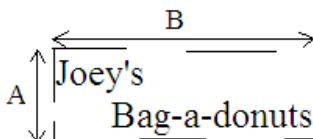
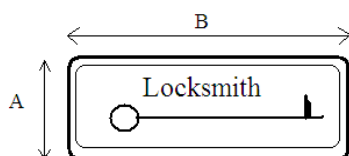
Electrical Service to the sign? No ☐ Yes ☐ if yes, a separate permit must be issued to a licensed Electrical Contractor

| TYPE OF SIGN (indicate how many of each sign will be installed and shared use or not) |                                                                                     |                                                                                                                           |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Awning, canopy or marquee                                    |    | <input type="checkbox"/> Off-premise                                                                                      |
| <input type="checkbox"/> Directory Sign                                               |   | <input type="checkbox"/> Pole, pylon  |
| <input type="checkbox"/> Ground/Monument                                              |  | <input type="checkbox"/> Projecting  |
| <input type="checkbox"/> Highway Identification Pole                                  |                                                                                     | <input type="checkbox"/> Roof        |
|                                                                                       |                                                                                     | <input type="checkbox"/> Wall        |

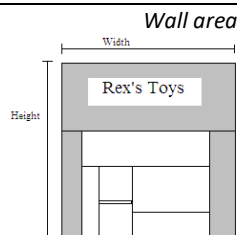
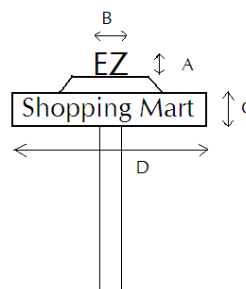
### TYPICAL SIGN MEASUREMENTS

Sign setback is the minimum horizontal distance between the property line and any portion of the sign.

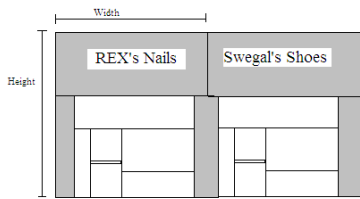
Sign area is measured by the smallest square, rectangle, circle or combination thereof that encompasses the entire sign facing.



$$\text{Sign area} = A * B$$



#### Multi-tenant wall area



$$\text{Sign area} = (A*B) + (C*D)$$

**THE FOLLOWING INFORMATION IS REQUIRED.**

**IF YOU DO NOT PROVIDE ALL THE REQUIRED INFORMATION YOUR PERMIT WILL NOT BE ACCEPTED.**

**Requirements for all signs**

- \_\_\_\_\_ A scaled site plan showing all lot dimensions, adjacent roads, public right of way, buildings, points of ingress, parking areas and where the sign(s) will be located on the property with setbacks from the closest portion of the sign to property lines and easements. If the property is a corner lot, site plan must show the area within the 30 foot triangle.
- \_\_\_\_\_ Indicate whether the proposed sign(s) are new installations or a new sign on existing supports.
- \_\_\_\_\_ Indicate the Zoning District of the property and if it is in the Special Service Area or a Historic District.
- \_\_\_\_\_ Accurate depiction/elevation of sign(s) showing the total height from grade, dimensions (width, height), total square footage, shape, material, color(s), message and number of faces (single or double).
- \_\_\_\_\_ Dimensions, description and location of all existing signs on the property that will remain after the new sign(s) are installed.
- \_\_\_\_\_ If the sign will be illuminated, **a separate permit must be issued for electrical service to sign.**

**On-Premise Ground, Pole, Pylon and Monument Signs (in addition to requirements for all signs)**

- \_\_\_\_\_ Accurately show on site plan any off-premise signs within 75 ft of proposed sign location.
- \_\_\_\_\_ Elevation showing the height of the tallest part of sign and measurement of the lowest part of the sign to grade.
- \_\_\_\_\_ Footing diagram with dimensions

**Awning, Canopy, Marquee, Projecting, Wall and Roof signs (in addition to requirements for all signs)**

- \_\_\_\_\_ Indicate whether the structure to which the sign is to be attached is a Local Historical Landmark.
- \_\_\_\_\_ Accurate depiction of where sign will be located on building, height of the tallest part of sign, measurement of the lowest part of the sign to grade and how far sign will project from and/or above the building.
- \_\_\_\_\_ Elevation of the wall(s) to which the sign(s) will be attached showing width, height, openings and any existing signs on the wall and/or roof. If a multi-tenant building, also show width and height of wall for each tenant space.
- \_\_\_\_\_ Mounting method (how is this sign being attached to wall/roof). Specify hardware to be used.

**Off-premise signs only allowed in B-1, B-2, B-3, M, M-1 or M-2 (in addition to requirements for all signs)**

- \_\_\_\_\_ Depiction of sign should show, with dimensions, whether the sign is Back-to-Back, V-Type or Single Faced
- \_\_\_\_\_ Indicate whether the sign is within 750 ft (lineally) of another off-premise sign or within 75 ft, (radially) of an on-premise sign
- \_\_\_\_\_ Indicate, in feet, the distance the sign is to a Residential Zoning District and also from any park, playground, church or school
- \_\_\_\_\_ Indicate proposed hours of illumination
- \_\_\_\_\_ Copy of lease agreement (if applicable).
- \_\_\_\_\_ Structural calculations
- \_\_\_\_\_ Footing diagram with dimensions

**Directory Signs only allowed in B-1, B-2, B-3, CPD, M, M-1 or M-2 (in addition to requirements for all signs)**

- \_\_\_\_\_ Indicate whether property is a business park, industrial park or regional shopping center that has >30 acres and at least one anchor store with >100,000 sq ft of retail area.
- \_\_\_\_\_ Provide a copy of the recorded easement authorizing the installation of a sign.
- \_\_\_\_\_ Footing diagram with dimensions

**Highway Identification Pole Signs, only allowed in B-2 or CPD (in addition to requirements for all signs)**

- \_\_\_\_\_ Site plan must show the entire property is within 1,500 ft of the centerline of I-74 or US Hwy 34.
- \_\_\_\_\_ Indicate the total size of the lot (must be > 1 acre).
- \_\_\_\_\_ Indicate, in writing, the business is tourist traveler oriented (e.g. hotel, motel, gas station, truck stop and fast food)
- \_\_\_\_\_ Footing diagram with dimensions

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and further that I am authorized by the owner of the above premises to perform the work for which the application is made. I agree to erect the proposed sign(s) in accordance with the Sign Ordinance (Chapter 23) of the City of Galesburg. Copies of Galesburg Municipal Code sections are available upon request from the City Clerks office, or on the City website at [www.ci.galesburg.il.us](http://www.ci.galesburg.il.us).

Applicants Name (print): \_\_\_\_\_

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

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

| SIGN PERMIT FEES                            |         |
|---------------------------------------------|---------|
| For the first 50 square feet                | \$20.00 |
| 50 sq. ft. to 300 sq. ft.                   | \$30.00 |
| Each additional 300 sq. ft. or part thereof | \$30.00 |

| Office Use                                                                        |
|-----------------------------------------------------------------------------------|
| Zoning District: _____                                                            |
| Local Historic Landmark: <input type="checkbox"/> Yes <input type="checkbox"/> No |