

APPLICATION FOR SIGN PERMIT / CERTIFICATE OF ZONING COMPLIANCE

Planning & Zoning Department, New Baden Village Hall
 1 East Hanover
 New Baden, IL 62265 Phone (618)588-3813

(Do not write in this space -- For office use only)	
Date: _____, _____	Zoning fee paid to City Clerk _____
() Permit issue No. _____	\$ _____ Date: _____
() Application appealed No. _____	If denied, cause of denial: _____
Variance or Special Permit No. _____	_____

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INSTRUCTIONS TO APPLICANTS: All information required by the application must be completed and submitted herewith.

1. Name of property owner(s): _____ Phone: _____
 Complete mailing address: _____ E-Mail: _____
2. Applicant's name: _____ Phone: _____
 Complete mailing address: _____ E-Mail: _____
3. Property interest of applicant (Owner, Contractor, etc.): _____
4. Property address (9-1-1 approved) of proposed sign: _____
 Parcel (Tax) ID #: _____ Zone District: _____
5. Proposed construction of sign:
 () New Sign Type of Footing / Foundation: _____ ()
 Addition or Alteration of Sign: _____
 Electric or illuminated sign? Yes or No (Please circle one)
 Cost of Sign: _____

	Number Of Signs	Sq. Footage
On Building - Flush Mounted	_____	_____
On Building - Projecting	_____	_____
Free Standing Pole Mounted - Overall Sign Height _____	_____	_____
Off-Premise (Billboard)	_____	_____
In Window	_____	_____
Portable Sign Date from: _____ to: _____	_____	_____
Temporary Sign Date from: _____ to: _____	_____	_____
Number of Illuminated Signs	_____	_____

6. A sketch plan (drawn to approximate scale) shall be shown on the reverse side or may be attached showing the following:
 - a) Dimensions of the zoning lot;
 - b) Dimensions and use of all buildings and signs;
 - c) Distance between sign(s), all zoning lot lines, and buildings;
 - d) Location of all easements (drainage and utility) within 20 feet of sign(s);
 - e) Any additional information as may be reasonably required by the Planning & Zoning Department and applicable requirements of the Village Ordinance
7. Sketch plan (on reverse side or attach) - provide drawing of elevations of sign(s).
 If free standing, also provide site plan showing location of sign with items 6a - 6e as previously listed.

Date _____

 Chief Building and Zoning Official