



BUILDING & ZONING DEPARTMENT
100 Parkers Mill, Oswego, IL 60543
630-554-2310 | www.oswegoil.org



SIGN PERMIT APPLICATION

PERMIT # _____

PERMIT APPLICANT

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Permit Applicant is the subject property owner ___ YES ___ NO

SUBJECT PROPERTY OWNER (Required if the Property Owner is not the Applicant)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

SIGN INSTALLER

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

SUBJECT PROPERTY (Refers to the property at which the sign will be installed)

Address/Location: _____
PIN(s): _____
Zoning District: _____
Subdivision/PUD: _____
Phase: _____ Unit: _____ Lot(s): _____

PROPOSED SIGN #1 DETAILS

Sign Type: ___ Wall Sign ___ Ground/Monument ___ Temporary/Event ___ Large Real Estate ___ Other
If other, please specify: _____
Building/Unit Façade Width: _____ 75% of Façade Width: _____
Sign Width: _____ Sign Height: _____ Total Sign Surface Area: _____
*If temporary, the sign will advertise an event occurring on the following date(s): _____

PROPOSED SIGN #2 DETAILS (if applicable)

Sign Type: ___ Wall Sign ___ Ground/Monument ___ Temporary/Event ___ Large Real Estate ___ Other

If other, please specify: _____

Building/Unit Façade Width: _____ 75% of Façade Width: _____

Sign Width: _____ Sign Height: _____ Total Sign Surface Area: _____

*If temporary, the sign will advertise an event occurring on the following date(s): _____

PROPOSED SIGN #3 DETAILS (if applicable)

Sign Type: ___ Wall Sign ___ Ground/Monument ___ Temporary/Event ___ Large Real Estate ___ Other

If other, please specify: _____

Building/Unit Façade Width: _____ 75% of Façade Width: _____

Sign Width: _____ Sign Height: _____ Total Sign Surface Area: _____

*If temporary, the sign will advertise an event occurring on the following date(s): _____

SUBMITTAL REQUIREMENTS

The following documents/exhibits shall accompany a Sign Permit Application. Applications submitted without the requirements listed below cannot be reviewed. Note, all signs shall be in substantial compliance with the Village Zoning Ordinance, including Section 11.00 – Signs.

1. **Location Map** – Three (3) site plans showing the dimensioned position of the sign in relation to nearby buildings, structures, right of way, overhead wires, street grades, the locations and sign areas of all existing signs on the premises.
 - a. No sign may block any required access way, window, fire escape, door, or other entrance or exit way, nor any window surface required for ventilation by the Village Code. B. Public Right-of-way. No sign or associated lighting fixture shall be erected or displayed within the public right-of-way except for traffic control and traffic information signs, and signs as otherwise provided herein.
 - b. No sign or associated lighting fixture shall be erected or displayed within the public right-of-way except for traffic control and traffic information signs, and signs as otherwise provided herein.
 - c. Except as otherwise provided, freestanding signs shall be located no less than ten (10) feet from any driveway or lot line, as measured from the portion of the sign closest to the driveway or lot line. On a corner lot, the sign shall not be placed within any portion of the thirty (30) foot sight triangle at the intersection of two streets and/or public access points (such as driveways).
 - d. Off-premise signage is not permitted within the Village. All signs constructed within the Village shall be located on the property in which the construction, business and/or use is taking place.
2. **Construction Plans** – Three (3) sets of specifications showing the methods of construction and support, all dimensions of the sign and all electrical components, including electrical plans.
3. **Elevation Photos/Sketches** – Three (3) copies showing all exposed surfaces of the sign and all proposed messages or representations thereupon, accurately represented as to shape, size, proportion and color. **The elevation sketch shall include the width of the commercial space to be provided with signage.**

CERTIFICATION

This is an application only. Completion of the application does not entitle the commencement of construction. I the applicant agree to conform to all applicable laws of the Village of Oswego. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the Village of Oswego for any claim against the Village as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

Applicant Signature _____ **Date:** _____

**Thank you for your interest in the Village of Oswego.
Please direct all questions to the Building & Zoning Department at 630-554-2310.**

Building Review Approval

Date

Zoning Review Approval

Date