

**SIGN PERMIT APPLICATION FORM**

Julie Dig Number: \_\_\_\_\_

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

Permit Issued (Office Use Only): \_\_\_\_\_

**CITY OF WEST PEORIA**

2506 West Rohmann Avenue

West Peoria, Illinois 61604

Phone: (309) 674-1993 / Fax: (309) 674-6010

**ALL FEES ARE  
NON-REFUNDABLE**

This application will not be accepted unless all required information is completed.

**PROJECT LOCATION:**

Address: \_\_\_\_\_

Tax Identification: \_\_\_\_\_

00-00-000-000

Own

Lease

If Applicant leases the location, owner must authorize this application.

**APPLICANT'S NAME**

Full Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

**OWNER'S NAME**

Full Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other Phone: \_\_\_\_\_ Application Date: \_\_\_\_\_

**GENERAL CONTRACTOR NAME**

1. Full Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Full Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**I PROPOSE TO ERECT:**

Replace  Add the following sign(s) at:

Specify: \_\_\_\_\_

Type of signage:  Billboard  Ground  Projecting  Pole  Roof  Wall

Specify \_\_\_\_\_

Electrical:  Yes  No      Lighting:  Internal  External

Type of Material of Sign: \_\_\_\_\_

Notation on Sign: \_\_\_\_\_

Number of Sign(s): \_\_\_\_\_ Present zoning of Property: \_\_\_\_\_

Estimated starting date: \_\_\_\_\_

Property Lot Size: \_\_\_\_\_ ft by \_\_\_\_\_ ft

Size of Primary Structure: \_\_\_\_\_ ft by \_\_\_\_\_ ft

Size of Accessory Structure #1: \_\_\_\_\_ ft by \_\_\_\_\_ ft

Size of Accessory Structure #2: \_\_\_\_\_ ft by \_\_\_\_\_ ft

Submit the following items with this application:

1. A plat of the property, if applicable.
2. A site plan of the property.
3. The legal description.
4. The appropriate fee.

Note: Upon approval of permit: J.U.L.I.E. must be notified before any work can be done at 1-800-892-0123

**All permits expire Six (6) months from date/time permit is issued.**

Note: Other permits may be required after first inspection.

**You must call West Peoria Zoning Department for final inspection date.**

I, the undersigned, hereby request the City Council of West Peoria grant a permit as provided by the Zoning Ordinance for the City of West Peoria, Illinois, as amended to date.

Owner: \_\_\_\_\_  
Signature Date

Print name: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Signature Date

Printed name: \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE:**

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Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Collected: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Check #: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_

Inspector #1: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature Date Position

Inspector #2: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature Date Position

Zoning Department: \_\_\_\_\_  
Signature Date

PERMIT APPROVED:  Yes  No

**PERMIT NUMBER:** \_\_\_\_\_

**Site Plan of Property:**  
**(Below)**

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## TITLE 2 ZONING

### CHAPTER 9 SIGN TITLES

- 2-9-1 Purpose
- 2-9-2 Types of Signs Defined
- 2-9-3 General Application of Sign Titles; Sign Permit Required
- 2-9-4 General Titles for Signs
- 2-9-5 Sign Titles Within Residential Districts
- 2-9-6 Sign Titles Within Business Districts
- 2-9-7 Business Signs Within Industrial Districts

#### SECTION 2-9-1 PURPOSE

The following Titles are provided to maintain the attractiveness and orderliness of the City, and to protect public safety.

#### SECTION 2-9-2 TYPES OF SIGNS DEFINED

All definitions applicable in this chapter are found in Chapter 12 of this Title.

#### SECTION 2-9-3 GENERAL APPLICATION OF SIGN TITLES; SIGN PERMIT REQUIRED

No sign, outdoor advertising structure or display of any character shall be permitted except in conformity with the following Titles. A sign permit is required for erection, construction, placement or replacement of any sign to be permanently attached to a building or to be permanently erected as a free-standing sign.

#### SECTION 2-9-4 GENERAL TITLES FOR SIGNS

- A. Flashing, Moving, Glaring Sign Prohibited: No illuminated business sign shall be of excessive brightness or shall flash, scintillate or move. Time and temperature or message signs not otherwise prohibited under this Title will be allowed, provided they do not create hazardous or annoying glare.
- B. Signs Not To Interfere With Traffic Control Signs: No business sign shall be so located as to hide from view or so illuminated as to interfere with the effectiveness of any traffic-control device or signal.
- C. Signs Not To Obstruct Motorist's View: No business sign or sign structure shall be located in such a manner as to materially impede the motorist's view at any street or highway intersection.
- D. Signs Exempt From Titles of this Chapter:
  - 1. Signs used exclusively for the posting or display of official notices by a public agency or official, or by a person giving legal notice;
  - 1. Signs erected or maintained by a public agency or official;
  - 2. Signs required by law to be displayed by a public utility for directional warning or informational purposes;
  - 3. Informational and directional signs (which may include a corporate identity symbol);
  - 4. Residential nameplate signs of not more than one (1) square foot, one per dwelling except those on corner lots which may have one nameplate sign facing each street.
  - 5. Temporary special event signs and banners for commercial, community and not-for-profit sponsored events, provided same are not in use more than fourteen (14) consecutive days.
  - 6. Temporary garage, yard or moving sale signs, real estate sale or open house signs, and construction project signs, provided same are removed promptly after such sale, open house or project completion.
  - 7. Temporary, child-operated refreshment stand signs.
  - 8. Temporary election or political signs provided, where said signs promote a particular candidate(s) or issue(s) for a particular election, they shall be removed within seven (7) days after such election. No such sign shall, however, exceed eight (8) square feet in area in residential districts and thirty-two (32) square feet in area in non-residential districts.
- E. Sign Pasting Or Painting On Walls Prohibited; Signs Not Face Adjacent Residential District: No sign shall be permitted to be placed on any wall, fence or standard facing the side of any adjoining lot which shares a lot line and is located in a residential district, except for those signs permitted in residential districts as provided herein.
- F. Civic Organization Signs On Entry Roads: Signs indicating the time and place of meetings of civic organizations are permitted on the main entry roads into town provided only one sign structure is utilized to accommodate all such notices on each major entry road.

- G. Portable Signs Prohibited: Portable signs mounted on wheels or a chassis so as to be readily moved from place to place are prohibited and must be removed within six (6) consecutive months of the effective date of this Title.
- H. Off-Premise Signs Prohibited: Off-premise signs are prohibited.
- I. Interpretations of Sign Size Limitations Or Various Sign Types: The maximum size limitations herein apply to each facing of a sign structure.
- J. Limits On Business Signs Extending Into Right-Of-Way: No free-standing business sign shall extend over the right-of-way line of any street or highway. Where existing commercial buildings have no front or side yards or setbacks from the street or road right-of-way, an attached, low silhouette sign may project up to one (1) foot over the right-of-way line.
- K. Signs To Be Maintained: All signs shall be maintained in good and safe structural condition. The painted portions of signs shall be periodically repainted and kept in good condition. Illuminated signs shall be kept in proper working order.
- L. Certain Non-Conforming Signs May Continue: Except where otherwise stated herein, any sign in existence on the effective date of this Title which does not comply with the provisions herein may continue in existence as a matter of right and may be maintained and repaired pursuant to the provisions of Chapter 8 of this Title. If non-conforming signs are to be replaced, they shall only be replaced by signs in conformity with sign requirements of the Title.
- M. Signs To Be Placed Only With Consent Of Property Owner: No sign or part thereof shall be located on any private property without the consent of the owner, holder, lessee, agent or trustee.
- N. Removal Of Inappropriate Commercial Signage: All signage no longer appropriate for or germane to the business enterprise conducted at that location shall be promptly removed.

SECTION 2-9-5 SIGN REGULATIONS WITHIN RESIDENTIAL DISTRICTS

The following sign Titles shall pertain to all residential districts:

- A. Residential Signs Within Residential Districts:
  - 1. Building identification Signs For Multiple-Family Dwellings: For each multiple-family dwelling, identification signs indicating only the name and address of the building and the name of the management, not exceeding a total of sixteen (16) square feet in area. Such signs may not be closer than eight feet (8') to any other zoning lot. On a corner lot, identification signs shall be permitted on each street.
  - 2. Project Identification Sign For Multi-Building Residential Projects: A residential project having a number of buildings shall be permitted one additional sign at the major entry with the name of the project only. Such sign shall be not greater than thirty two (32) square feet in area and located not closer than sixteen (16') to any other zoning lot.
  - 3. Sign height And Projection: No attached sign shall project higher than one (1) story or ten (10) feet, whichever is lower, above the curblin. No free-standing sign shall project higher than seven (7) feet above the curblin. No attached sign shall project more than (12) inches from the wall to which it is attached.
- B. Non-Residential Signs Within Residential Districts:
  - 1. Church Bulletins, Cemetery Signs, Educational Institutions, Social Facilities, And Other Similar Uses: A single identification sign not exceeding twenty (20) square feet except that on corner lots, two (20) square foot signs will be permitted, one facing each street.
  - 2. Non-Conforming Business Signs: Non-conforming business uses may have exterior signs not exceeding twelve (12) square feet.
  - 3. Parking Signs: Signs designating parking area entrances or exits are limited to one sign for each entrance or exit of no more than three (3) square feet gross sign area for each sign face. One additional sign shall be permitted designating the conditions of use and name of business served by the parking provided the sign does not exceed nine (9) square feet. No advertising is permitted on parking area signs.
  - 4. Sign height And Projection: No attached sign shall project more than one story or ten (10) feet above the curblin and more than twelve (12) inches from the wall to which it is attached. No free-standing sign shall project higher than seven (7) feet.

SECTION 2-9-6 SIGN TITLES WITHIN BUSINESS DISTRICTS

- A. Sign uses permitted in residential districts shall also be permitted in business districts. The Titles covering permitted uses in residential districts shall also apply in business districts.

- B. Business Signs In the B-1 Districts: In the B-1 Business District, business signs are permitted subject to the following conditions:
1. Area Of Attached And Free-Standing Business Signs: The gross area in square feet of all signs attached to the wall of a building shall not exceed fifteen (15) percent of the wall area to which it is attached or of which it is a part where a protective canopy exists over a pedestrian walkway. Under canopy signs are permitted providing no closer than nine (9) feet to the sidewalk underneath the signs. The gross area of all free-standing signs shall not exceed one (1) square foot of area per each lineal foot of frontage on the zoning lot.
  2. Height And Projection Of Signs: No free-standing business sign shall exceed twenty five (25) feet in height. No attached building sign shall project more than twelve (12) inches from the wall to which it is attached. Nor extend above the roof line.
  3. Integrated Shopping And Office Centers: For integrated shopping and office centers in single ownership or under unified control, one additional free-standing sign other than those provided for in the B-1 District above, shall be permitted subject to the following:
    - a. Sign Content: Such signs shall indicate only the name and location of such center and the name and type of business of each occupant of the center.
    - b. Sign Area: The gross area in square feet of such additional sign lot shall not exceed one times the lineal feet of frontage of such zoning lot.
    - c. Height Of Sign: Such sign shall not exceed twenty five (25) feet in height.
- C. Business Sign In the B-2 District: In the B-2 District, business signs are permitted subject to the following conditions:
1. Sign Area For Attached Business Signs: The gross area in square feet of attached signs shall not exceed twenty percent (20%) of the wall area per fascia to which it is attached or of which it is a part.
  2. Sign Area For Free-Standing Business Signs: The gross area in square feet of all free-standing business signs shall not exceed one square foot per each lineal foot of frontage of the zoning lot.
  3. Height of Business Signs: No free standing business sign shall exceed twenty five feet (25') in height. No attached business sign shall project more than twelve (12) inches from the wall to which it is attached nor extend above the roofline.
  4. Additional Free-Standing Business Signs At Integrated Retail And Office Building Or Complex: For integrated retail and office building complexes with more than one building in single ownership or under unified control, one additional free-standing business sign, other than those contained in B-2 District above, shall be permitted subject to the following:
    - a. Content: Such signs shall advertise only the name and location of such center, and the name and type of business of each occupant of the center.
    - b. Area: The gross area in square feet of the additional free-standing business sign on the zoning lot shall not exceed one square foot per each lineal foot of frontage of zoning lot.
    - c. Height: Such additional free-standing business signs shall not project more than thirty feet (30') above the curb level.

SECTION 2-9-7 BUSINESS SIGNS WITHIN INDUSTRIAL DISTRICTS

The following sign Titles shall pertain to business and advertising signs within industrial districts:

- A. Business Signs Permitted In the I-1 And I-2 Industrial Districts Area Subject To the Following Conditions:
1. Sign Area For Attached Business Signs: The gross area in square feet of attached business signs shall not exceed twenty five percent (25%) of the wall area to which it is attached or of which it is a part.
  2. Sign Area For Free-Standing Business Signs: The gross area in square feet of all free-standing business signs shall not exceed one square foot per lineal foot of frontage on the zoning lot.
  3. Height Of Business Signs: No attached business sign shall extend above the roofline. No free-standing business sign shall exceed twenty five (25) feet in height.