



Permit No. \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_

Fee \_\_\_\_\_

# SIGN PERMIT APPLICATION

## City of Morrison, Illinois

TO THE ENFORCING OFFICER OF THE CITY OF MORRISON ZONING ORDINANCE  
200 W Main Street, Morrison, Illinois 61270-2400 (815) 772-7657 Fax: (815) 772-4291

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The intent of the Sign Permit is to provide and ensure that all signs within Morrison are of such quality as to blend in and enhance the surrounding character of the neighborhood in which it is located while displaying the necessary means of identification.

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Address or location of property: \_\_\_\_\_

Property Tax ID (PIN) number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_ Fax Number of Applicant: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Phone Number of Owner: \_\_\_\_\_

Name of Sign Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_ Phone Number of Contractor: \_\_\_\_\_

**Sign Type (Check all that apply):**

**Sign Description:**

\_\_\_\_\_ Awning, Canopy, or Marquee

\_\_\_\_\_ Dimensions

\_\_\_\_\_ Freestanding

\_\_\_\_\_ Height

\_\_\_\_\_ Illuminated

\_\_\_\_\_ Setback from property line

\_\_\_\_\_ Monument

\_\_\_\_\_ Number of faces

\_\_\_\_\_ Wall

\_\_\_\_\_ Sign material

\_\_\_\_\_ Other

\_\_\_\_\_ Zoning District

Attach a drawing of the proposed sign to scale indicating height, dimensions, wording, and elevation and state specifically the type of sign, location on the lot, 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.

No sign shall be constructed, erected, originally painted, converted, altered, rebuilt, enlarged, remodeled, relocated, or expanded until a permit for such sign has been obtained in accordance with the standards and procedures set forth by the City of Morrison. This means that no sign shall be installed BEFORE a permit is issued. A violation of this ordinance could result in a fine and double the permit fee. No permit shall be required for repainting, cleaning, and other normal maintenance or repair of a sign, or for changing copy on a sign specifically designed for the use of changeable copy, provided it complies with the Zoning Ordinance. No sign shall be attached to a tree, telephone pole, or other utility structure. No sign shall be erected or located in a public right-of-way except as authorized by the public entity responsible for the right-of-way.

A permit is required for all signs with the following exceptions: **Temporary real estate signs** not to exceed an area of five (5) square feet and not to exceed a time of six (6) months; **temporary garage sale and open house signs** not to exceed an area of five (5) square feet, not to be erected more than twenty-four (24) hours prior to the event, and to be removed immediately following the event; **temporary political signs** not to exceed an area of six (6) square feet per sign and twenty-five (25) square feet per lot and not to be erected more than sixty (60) days prior to an election and must be removed seven (7) days following an election; **temporary event signs** not to exceed an area of fifteen (15) square feet and not to be erected more than seven (7) days prior to an event and must be removed two (2) days following an event; **temporary contractor's or developer's signs** not to exceed an area of thirty (30) square feet per construction project and must be removed prior to the issuance of the Certificate of Occupancy; **commemorative plaques** located on designated historical or other similar properties; **government or municipal signs** pertaining to necessary signs directed by any statute or ordinance; **signs within completely enclosed buildings** and not visible from the outside of the building; **home occupation signs** not exceeding an area of one (1) square foot and not illuminated; and **nameplate signs** not to exceed an area of one (1) square foot.

By submitting this application you are stating that you have supplied the correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, complete plans and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as a new application and will be processed in order of receipt.

**Certification:** *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Sign Permit.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

After receiving a completed application, the Superintendent of Public Services will review the application and give notice of any deficiencies. If you have any questions, please contact the Zoning Administrator at (815) 772-7657.

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FOR OFFICE USE ONLY      Case No. \_\_\_\_\_      Fee Paid? Y / N Date: \_\_\_\_\_  
Drawing submitted? Y / N Date: \_\_\_\_\_      Documentation of Authority Submitted: \_\_\_\_\_



## **CITY OF MORRISON, ILLINOIS**

### **Procedure for Requesting a Sign Permit**

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1. The City encourages all petitioners to schedule a pre-application meeting with the Zoning Administrator to discuss the request.
2. The Petitioner must submit a **completed** application to the City along with the fee of \$5.00 plus \$1.00 for each \$1,000.00 of estimated improvement value.
3. The Petitioner must submit a drawing showing the position of the sign, height, dimensions, wording, and elevation. The drawing must also contain any landscaping around a freestanding sign base.
4. The Petitioner must submit the name of the person, firm, corporation, or association erecting the sign.
5. The Zoning Administrator shall issue a permit if all the conditions, herein cited, have been met.

**Please contact the Zoning Administrator at 772-7657 with questions.**