

**APPLICATION FOR SIGN PERMIT/CERTIFICATE OF ZONING COMPLIANCE**

New Baden Village Hall

1 East Hanover St, New Baden IL 62265

Phone: (618) 588-3813 fax (618) 588-7105 www.NewBadenIL.com

(Do not write in this space -- For office use only)	
Date: _____, 20_____	Permit fee to be paid to Village Clerk
( ) Permit issue No. _____	\$ _____ Date: _____
( ) Permit denied	Application Fee: <b>\$30.00</b> Date: _____
( ) Application appealed No. _____	If denied, cause of denial: _____
Variance or Special Permit No. _____	_____

**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 twenty (20) feet of sign(s);
  - e) Any additional information as may be reasonably required by the Chief Building and Zoning Official 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: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Chief Building and Zoning Official