

INSTRUCTIONS FOR SIGN PERMIT

IMPORTANT: Filling out the sign permit completely can save you time in getting your permit. If you have any questions, call the Zoning Administrator at 618/539-5545.

The following numbers correspond to the numbers on the sign permit:

1. Attach additional sheets if necessary.
2. If the same as #1, write "same."
3. Could be several answers: owner, contractor, etc.
4. Could be the same as #1 or #2 or different.
5. The permanent parcel number can be found on your tax bill or the previous owner's tax bill. (If you live in a new subdivision, you may not have a permanent parcel number yet).
6. The square footage figures are needed for the sign permit. If there is more than one sign, you need square footage for each sign.
7. What wording is on the sign and for what purpose.
8. Zoning district can be found from the large zoning map on the wall at the Municipal Center.
9. Check the type of sign. If it is a combination sign, explain what the combination is.
10. This is a must in order to issue a permit. You may either use the graph paper attached or a sheet of paper of your own. Show all parts on your sketch plat (a, b, c, d, e, f). no sign can be larger than 100 square feet. The total square feet of sign area is based upon these dimensions.
11. Should be read by all applicants before signing.

APPLICATION FOR SIGN PERMIT

Village of Freeburg
Office of the Zoning Administrator
Municipal Center
14 Southgate Center
Freeburg, IL 62243

Zoning Application No.: _____

Date: _____

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date: _____

Zoning fee paid to the Village of Freeburg

() Permit Issued

\$ _____ Date: _____

() Permit Denied

If denied, cause of denial:

() Application Appealed

Permanent Parcel No.: _____

1. Name of Owner(s): _____ Phone: _____

Address: _____ Zip: _____

2. Applicant's name: _____ Phone: _____

Address: _____ Zip: _____

3. Property interest of applicant _____

4. Address of proposed construction: _____

5. Permanent parcel number: _____

6. Cost of Improvement: _____ Total Sq. ft. of sign area: _____

7. Use of the proposed sign(s): _____

8. Check appropriate zoning district:

() Agricultural – A

() Single Family Residence, Large

() Mobile Home Residence – MH-1

() Multiple Family Residence – MR-2

() Two Family Residence – MR-1

() Highway Business – B-2

() Community Business – B - 1

() Moderate Industrial – I-2

() Light Industrial – I-1

9. Type of Sign:

- | | | |
|-------------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Free-Standing | <input type="checkbox"/> Projecting | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Flush-Mounted | <input type="checkbox"/> Window | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Canopy or Marque | <input type="checkbox"/> BillBoard | <input type="checkbox"/> |

If combination sign, explain: _____

10. A copy of a sketch plat (drawn to scale) shall be attached showing the following:

- a. Dimensions and use of all buildings.
- b. Dimensions of the zoning lot.
- c. Distance of each building from zoning lot lines.
- d. Distance between accessory buildings and principal buildings.
- e. Part to be removed.
- f. Any additional information as may be reasonably required by the Zoning Administrator and applicable requirements of the Zoning Code.

11. **INITIAL CERTIFICATE OF ZONING COMPLIANCE:** Upon the effective date of this Chapter, no land shall be developed, no new use or structure shall be established or erected, and no existing use or structure shall be enlarged, extended, altered, relocated or reconstructed until an initial certificate of zoning compliance has been issued. The Zoning Administrator shall not issue an initial certificate of zoning compliance unless he or she determines that the proposed activity conforms to the applicable provisions of this chapter. (See Section 40-24-2 of the Zoning Code).

It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, or by other ordinances, codes or regulations of the Village of Freeburg. The Village of Freeburg does not enforce private restrictive covenants which may affect the construction of the proposed improvement.

(APPLICANT)

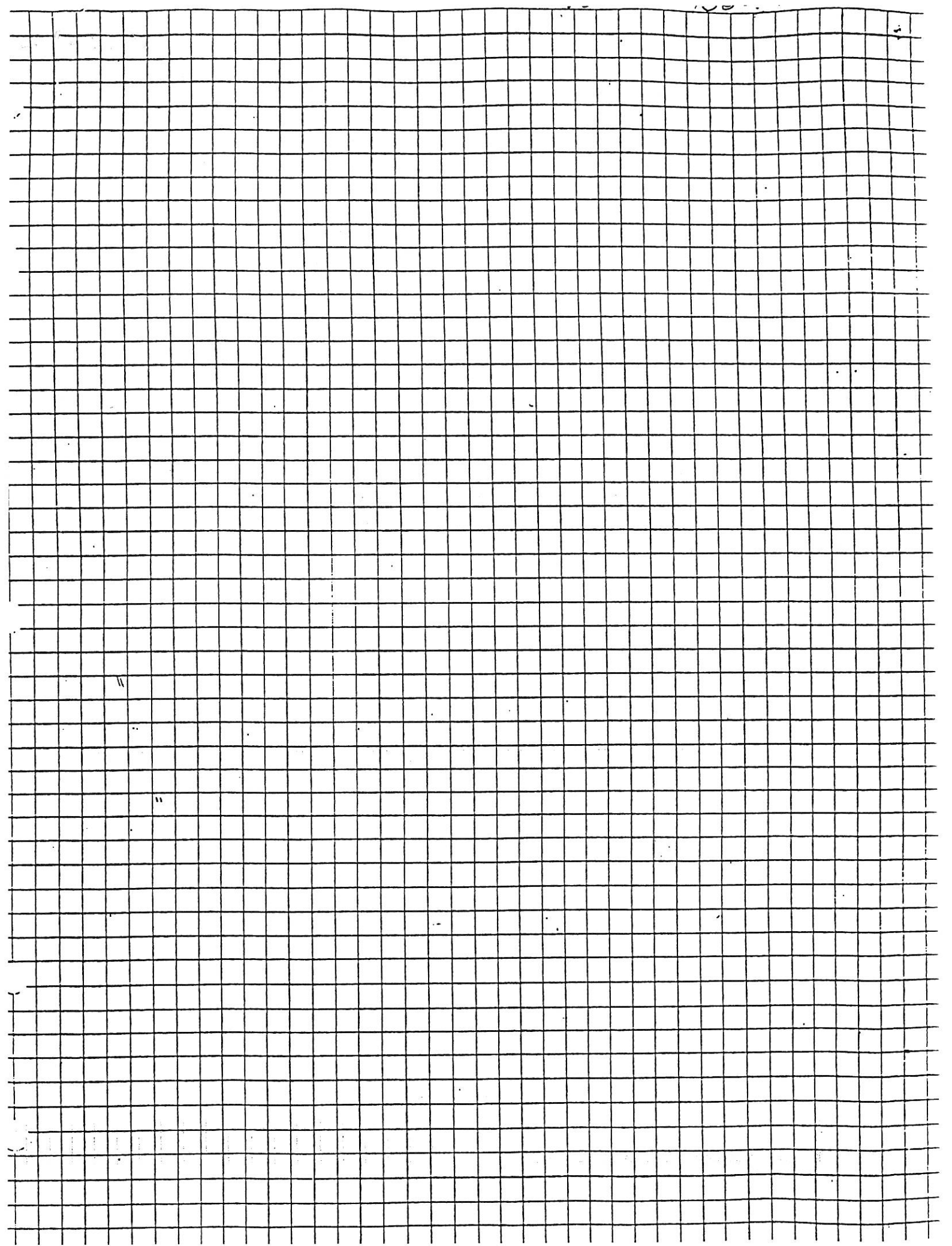
TEMPPORARY CERTIFICATE OF ZONING OCCUPANCY
(valid for twelve (12) months)

The plans and specifications submitted with this application are in conformity with the zone district requirements applicable to the subject property. Changes in plans or specifications shall not be made without written approval of the appropriate Village officials.

Failure to comply with the above shall constitute a violation of the provisions of the Village Zoning Ordinance.

DATE: _____

Zoning Administrator, Village of Freeburg



RIGHT-OF-WAY, PUBLIC. A strip of land which the owner/subdivider has dedicated to the Village or to another unit of government for streets and alleys.

ROOF LINE. A horizontal line parallel to the average ground level of a building along the front thereof, which line delineates the highest point of a flat roof; or where the flat surface area of a gable, hip, mansard, or gambrel roof is in view from the ground level, the line of demarcation between the flat surface and the vertically structured facade; or the line along the front of a building delineating the roof line between eaves and ridge for gable, hip, and gambrel roofs.

SCREENING. Trees, shrubs, walls, solid fences, and the like used as a means of view and noise control.

SEMI-FINISHED MATERIALS. Materials which have been sufficiently processed at heavy industrial facilities so that they are no longer in their raw state, but are readily usable by light industry for assembly or manufacture into consumer goods.

SERVICE BUILDING. A structure within a mobile home park or travel trailer park that contains toilet facilities, clothes washers and dryers and in some instances, a convenience store.

SERVICE STATION. A building and premises or portion thereof designed and used for the retail sale of gasoline or other automotive fuel, oil, and automotive parts, supplies, and accessories. A **SERVICE STATION** may include facilities for washing vehicles and for making minor automotive repairs.

SERVICE USE/ESTABLISHMENT. Any use or establishment where services are provided for remuneration either to individuals or to other firms.

SETBACK. The horizontal distance from the lot line in question to the side of the structure facing that lot line or to the edge of the area of operation of the principal use (in the case of a use which does not involve a structure).

SEWAGE TREATMENT PLANT, PRIVATE. Any properly constructed disposal system intended for the treatment of wastewaters from more than one residence and/or building unit.

SIGN. Any object, device, display, or structure or part thereof used to advertise, identify, display, or attract attention to a person, establishment, product, service, or event by any means including words, letters, figures, designs, symbols, fixtures, colors, illuminations, and the like. The term includes, but is not limited to, every projecting sign, freestanding sign, awning, canopy, marquee sign, changeable copy sign, illuminated sign, moving sign, temporary sign, portable sign, or other display whether affixed to a building or erected elsewhere on the premises. The term excludes features of a building which are an integral part of the building's design (for example, the "castle look" of a White Castle restaurant).

SIGN, CANOPY/MARQUEE. Any sign affixed to, painted on, or suspended from an awning, canopy, marquee, or similar overhang.

SIGN, FLUSH-MOUNTED. Any sign attached to or erected against a wall of a structure with the exposed face of the sign in a plane approximately parallel to the plane of the wall and not projecting more than **eighteen (18) inches**. A flush-mounted sign displays only messages associated with the building to which said sign is attached.

SIGN, FREESTANDING. Any sign supported by **one (1)** or more uprights, poles, or braces placed in or upon the ground; or any sign supported by any structure erected primarily for the display and support of the sign; provided that a freestanding sign displays only messages associated with the structure to which it is attached.

SIGN, PROJECTING. Any sign which is suspended from or supported by a wall, awning, canopy, marquee, and the like and which is approximately perpendicular thereto. A **PROJECTING SIGN** displays only messages associated with the structure to which it is attached.

SIGN AREA. The entire area within a single, continuous perimeter enclosing the extreme limits of the message and the background thereof, calculated in accordance with the provisions of this Chapter.

SIGN AREA ALLOWANCE. The maximum total sign area of all signs that an establishment is permitted to display.

SKIRTING. The covering affixed to the bottom of the exterior walls of a mobile home to conceal the underside thereof.

SPECIAL USE. A use that has unusual operational, physical, or other characteristics which distinguish it from the permitted uses of a district, but which can be made compatible with the intended overall development within a district. **SPECIAL USES** commonly must meet special standards not necessarily applicable to permitted uses in the district and are allowed only by permit.

SPECIAL-USE PERMIT. A permit issued in accordance with the provisions of this Chapter to regulate development of a special use.

STOP ORDER. A type of corrective action order used by the Administrator to halt work in progress that is in violation of this Chapter.

STREET. A public or private way for motor vehicle travel. The term **STREET** includes a highway, thoroughfare, parkway, throughway, road, pike, avenue, boulevard, lane, place, drive, court, and similar designations, but excludes an alley or a way for pedestrian use only.

STREET, PRIVATE. Any street providing access to abutting property that is not maintained by and dedicated to the Village or other public entity.

STRINGENT. Binding and/or exacting.

STRUCTURE. Anything constructed or erected on the ground, or attached to something having a fixed location on the ground. All buildings are structures, but not all structures are buildings.

TOPOGRAPHY. The relief features or surface configuration of an area.

USE. The purpose or activity for which the land or a structure thereon is designed, arranged, intended, occupied, or maintained.

USE VARIANCE. A type of amendment (not a variance) that allows a use in a district where said use would not be allowed under existing provisions of this Chapter.

UTILITY SUBSTATION. A secondary utility facility such as an electrical substation, gas regulator station, telephone exchange facility, sewage treatment plant, and the like.

VACANT. As applied to a lot, means that no structure is situated thereon.

VARIANCE. A relaxation of the strict application of the lot size, setbacks, or other bulk requirements applicable to a particular lot or structure.

VILLAGE. Either the territory or the local government of the Village.

WHOLESALE. Refers to the sale of goods or services by one business to another business.

WINDOW SIGN. Any sign visible from the exterior of a building or structure which is painted directly on the surface of a window or affixed to or suspended immediately behind the window for the purpose of informing passers by of the identity of the proprietor or business, or of the product or service which can be obtained on the premises.

YARD. Open space that is unobstructed, except as specifically permitted in this Chapter and that is located on the same lot as the principal building.

YARD, FRONT. A yard which is bounded by the side lot lines, front lot line, and the building line.

YARD, REAR. A yard which is bounded by side lot lines, rear lot line and rear yard lines.

ARTICLE XVI - SIGN REGULATIONS

40-16-1 **GENERAL PROHIBITION.** No permanent sign shall be erected without a zoning permit issued by the Zoning Administrator. **(Sec. 155.270) Penalty, see 40-25-1 (Ord. No. 1433; 09-04-12)**

40-16-2 **COMPUTATION OF SIGN AREA ALLOWANCE.**

(A) Within the limitations and restrictions as further provided in this subchapter, the total area of all signs which an establishment is permitted to display shall be computed according to the following formula:

One (1) square foot of sign area per **one (1) foot** of street frontage or **two (2) square feet** of sign for each lineal foot of the front width of the business.

(B) Provided, however, that no establishment in any district shall display more than **three hundred (300) square feet** of sign on any street front. **(Sec. 155.271) Penalty, see 40-25-1**

40-16-3 **DEFINITION OF SIGN AREA.** As used in this subchapter, the term **SIGN AREA** means the area of the one imaginary square or rectangle which would completely enclose all the letters, parts, or symbols of a sign **(see Appendixes C and D).** **(Sec. 155.272)**

40-16-4 **SPECIAL SITUATIONS.**

(A) Except as specifically provided otherwise in this subchapter, if an establishment has frontage on **two (2)** or more streets, each side having such frontage shall be considered separately for purposes of determining compliance with the provisions of this subchapter. However, the area allowance for signs shall not be aggregated so as to permit such establishment to display on any one frontage a greater area of signs than would be permitted by application of the formula set forth in **Section 40-16-2.**

(B) The side of an establishment adjacent to an off-street parking area shall not be deemed frontage unless the establishment has no other frontage. **(Sec. 155.273)**

40-16-5 **SIGNS TO BE NONHAZARDOUS, WELL MAINTAINED.**

(A) No sign shall be erected, relocated or maintained so as to prevent free access or egress from any door, window, fire escape, or driveway.

(B) No sign shall be erected or maintained in such a manner that it interferes with, obstructs the view of, or is likely to be confused with any authorized traffic-control device.

(C) Every sign shall be designed and constructed in conformity with any applicable provisions of the adopted Building Code.

(D) Every sign and appurtenance shall be maintained in a neat and attractive condition by its owner. The sign supports shall be kept painted to prevent rust or deterioration. **(Sec. 155.274) Penalty, see 40-25-1**

40-16-6 **ILLUMINATION.** Illumination of signs is permitted, subject to the following requirements:

(A) No sign shall employ red, yellow, or green lights in such a manner as to confuse or interfere with vehicular traffic.

(B) No sign other than those providing time and temperature information shall have blinking, flashing, or fluttering lights or any other illuminating device which has a changing light intensity, brightness, or color; provided, however, that this provision shall not apply to any message on any electronically operated, changeable sign.

(C) The light from any illuminated sign shall be shaded, shielded, or directed so that it creates neither a nuisance to adjacent property nor a traffic hazard.

(Sec. 155.275) Penalty, see 40-25-1

40-16-7 **NONCONFORMING SIGNS.** A nonconforming sign means any lawfully erected sign or billboard that does not conform to one or more provisions of this subchapter or any amendment thereto. **(Sec. 155.276)**

40-16-8 **RESTRICTIONS.** Any nonconforming sign as defined in **Section 40-16-7** that does not pose an imminent peril to life or property may lawfully remain subject to all the restrictions on the enlargement, alteration, or relocation, or reconstruction of nonconforming structures set forth in **Section 40-18-1** through **40-18-7**; provided as follows:

(A) Merely changing the message displayed on a nonconforming sign shall not be construed as a prohibited alteration;

(B) Whenever any sign is nonconforming solely because it is appurtenant to an nonconforming commercial/industrial use located in the Agricultural District or in any residential district, the sign shall be treated in the same manner as it would be if it were appurtenant to a commercial/industrial use located in any Business District or in the Industrial District.

(Sec. 155.277)

40-16-9 **STRICTLY PROHIBITED SIGNS.** Except as specifically noted otherwise, the following signs and street graphics are strictly prohibited throughout the Village:

(A) Signs attached to trees, fences or public utility poles, other than warning signs posted by government officials or public utilities.

(B) Defunct signs, including the posts or other supports therefor that advertise or identify an activity, business, product, or service no longer conducted on the premises where such sign is located.

(C) Roof-mounted signs, that project or protrude above the highest point of the roof.

(D) Mobile/portable marquees; except that they may be permitted as a temporary sign **(See Section 40-16-19)**.

(Sec. 155.278) Penalty, see Section 40-25-1

40-16-10 SIGNS PERMITTED IN ANY DISTRICT. Any sign or other street graphic enumerated below that complies with the indicated requirements is permitted in any district of the Village. Such signs or street graphics shall not be debited against the displaying establishment's sign area allowance **(See Section 40-16-2)**.

(A) **Construction Signs.** Construction signs identifying the architects, engineers, contractors and other individuals or firms involved with the construction and/or announcing the character or purpose of the building, but not advertising any product. Such signs shall be confined to the site of the construction.

(B) **Real Estate Signs.** Real estate signs indicating the sale, rental or lease of the premises on which they are located.

(C) **Political Signs.** Political signs announcing candidates seeking public office and/or political issues or questions to be voted upon at an upcoming election or referendum.

(D) **Garage Sale Signs.** Garage sale signs advertising a garage or yard sale to be held on private residential property.

(E) **Public Interest Signs and Street Banners.** Public interest signs and street banners publicizing a charitable or non-profit event of general public interest.

(F) **Governmental, Public and Directional Signs.** Such as traffic-control signs; railroad crossing signs; legal notices; signs indicating the location of underground cables; no trespassing signs; no parking signs; signs indicating the entrances and exits of parking lots; signs indicating the location of public telephones, restrooms and the like.

(G) **Institutional Signs.** Institutional signs identifying a public, charitable or religious institution. Such signs shall be located on the premises of such institution, and shall not obstruct the vision of motorists.

(H) **Integral Signs.** Integral signs carved into stone or inlaid so as to become part of the building, and containing such information as date of erection, name of building and memorial tributes.

(I) **Home Occupation Signs Identifying Only the Name and Occupation of the Residents.**

(J) **Subdivision Entrance Signs Identifying a Residential Subdivision or Apartment Complex.**

(K) **Permanent House Numbers and/or Permanent Name of Occupant Signs Located on the Lot to Which the Sign Applies.**

(L) Signs located in the interior of any building or within an enclosed lobby or court of any building or group of buildings, provided such signs are designed and located to be viewed exclusively by the patrons or residents of such buildings.

(Sec. 155.279) (Ord. No. 1433; 09-04-12)

40-16-11 RESIDENTIAL DISTRICTS. No sign other than those listed in **Section 40-16-10** shall be erected in any Residential District. **(Sec. 155.280) Penalty, see Section 40-25-1. (Ord. No. 1433; 09-04-12)**

40-16-12 BUSINESS; INDUSTRIAL DISTRICTS.

(A) No establishment located in any Business District or in the Industrial District shall display on any street front a total area of sign in excess of the allowance derived by application of the formula set forth in **Section 40-16-2. (See Appendix B)**

(B) Additionally, signs in any Business District or in the Industrial District shall conform to the requirements indicated in **Sections 40-16-11 through 40-16-16. (Sec. 155.281) (Ord. No. 1433; 09-04-12)**

40-16-13 FLUSH-MOUNTED SIGNS. No flush-mounted (wall) sign shall:
(A) Project more than **eighteen (18) inches** from the wall or surface to which it is attached; or
(B) Extend above the roof line of the building to which it is attached.
(Sec. 155.282) Penalty, see Section 40-25-1. (Ord. No. 1433; 09-04-12)

40-16-14 WINDOW SIGNS. Signs permanently mounted in display windows shall not be debited against the sign area allowance of the particular establishment. **(Sec. 155.283) (Ord. No. 1433; 09-04-12)**

40-16-15 PROJECTING SIGNS. No establishment shall display more than one projecting sign on any street front. No projecting sign shall:
(A) Project above the roof line of the building to which it is attached;
(B) Extend below a point **eight (8) feet** above the ground or pavement;
(C) Project over a driveway or beyond the curblines of any public street;
(D) Project more than **four (4) feet** from the building to which it is attached;
or
(E) Extend to a point higher than **twelve (12) feet** above ground level.
(See Appendix B)
(Sec. 155.284) Penalty, see Section 40-25-1. (Ord. No. 1433; 09-04-12)

40-16-16 CANOPY OR MARQUEE SIGNS. Signs mounted flush on any canopy or marquee shall be considered flush-mounted (wall) signs and shall meet the requirements of **Section 40-16-13.** Signs suspended beneath a canopy or marquee shall be considered projecting signs and shall meet the requirements of **Section 40-16-15. (Sec. 155.285) (Ord. No. 1433; 09-04-12)**

40-16-17 FREESTANDING SIGNS. No establishment shall display more than **one (1)** freestanding sign on any street front. Freestanding signs, whether mounted on the ground or post-mounted, shall comply with the following regulations:
(A) No part of any freestanding sign shall intrude into any public right-of-way. No part of any freestanding sign that extends below a point **ten (10) feet** above the ground or pavement shall be located closer than **ten (10) feet** from the public right-of-way line.
(B) The area of any freestanding sign, calculated in accordance with **Section 40-16-3** shall not exceed **one hundred (100) square feet** in a "B-1" District or **one hundred fifty (150) square feet** in a "B-2" District.
(C) When attached to its structural supports, no part of any freestanding sign shall extend more than **thirty-five (35) feet** above the ground or pavement.
(D) The length or width of any freestanding sign shall not exceed **thirteen (13) feet. (See Appendix B)**
(Sec. 155.286) Penalty, see Section 40-25-1. (Ord. No. 1433; 09-04-12)

40-16-18 BILLBOARDS. Billboards and other off-premises advertising signs are strictly prohibited in every district except the Industrial District. No billboard shall:

- (A) Be stacked on top of another billboard;
- (B) Be located closer than **twenty-five (25) feet** to any lot line or any public right-of-way;
- (C) Be located closer than **five hundred (500) feet** from any other billboard on the same side of the roadway;
- (D) Extend more than **twenty (20) feet** above the ground or pavement; or
- (E) Exceed **three hundred (300) square feet** in area.

(Sec. 155.287) Penalty, see 40-25-1. (Ord. No. 1433; 09-04-12)

40-16-19 TEMPORARY SIGNS. Any temporary sign that complies with the indicated requirements is permitted on private property in any district of the Village.

(A) No individual temporary sign shall exceed **sixteen (16) square feet** in size and the total square footage of temporary signs displayed on any one lot shall not exceed **eighty (80) square feet**.

(B) No temporary signs shall be permitted on any public right-of-way or other publicly owned areas except for governmental, public and directional signs.

(Sec. 155.288) Penalty, see Section 40-25-1. (Ord. No. 1433; 09-04-12)

ARTICLE XXV - PENALTIES

40-25-1 **PENALTY.**

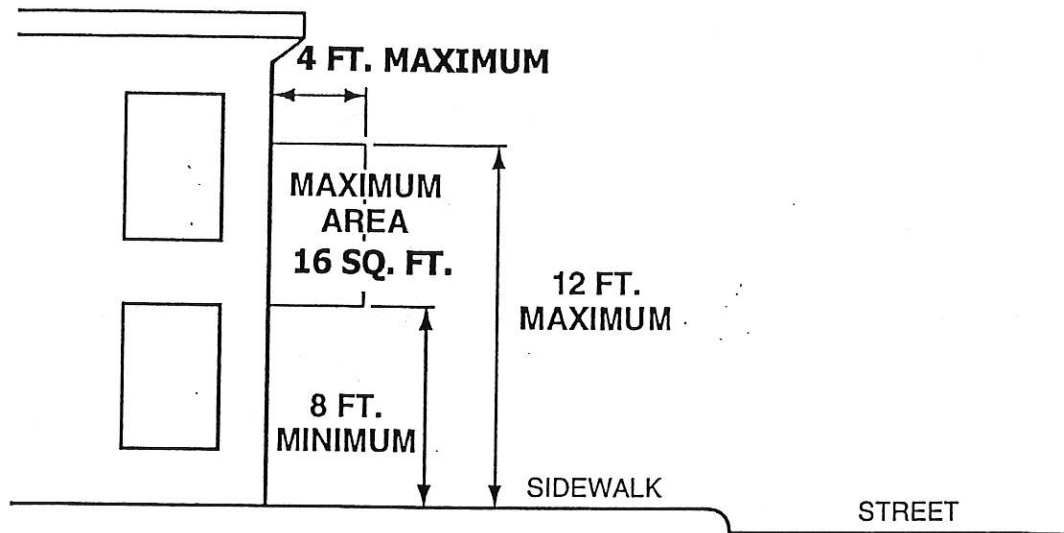
(A) Any person who is convicted of a violation of this Chapter shall be fined not less than **Fifty Dollars (\$100.00)**, nor more than **Seven Hundred Fifty Dollars (\$750.00)**, plus costs. Each day on which a violation continues shall be considered a separate offense.

(B) Nothing contained in this Section shall prevent the Village from taking any other lawful action that may be necessary to secure compliance with this Chapter.
(Sec. 155.999)

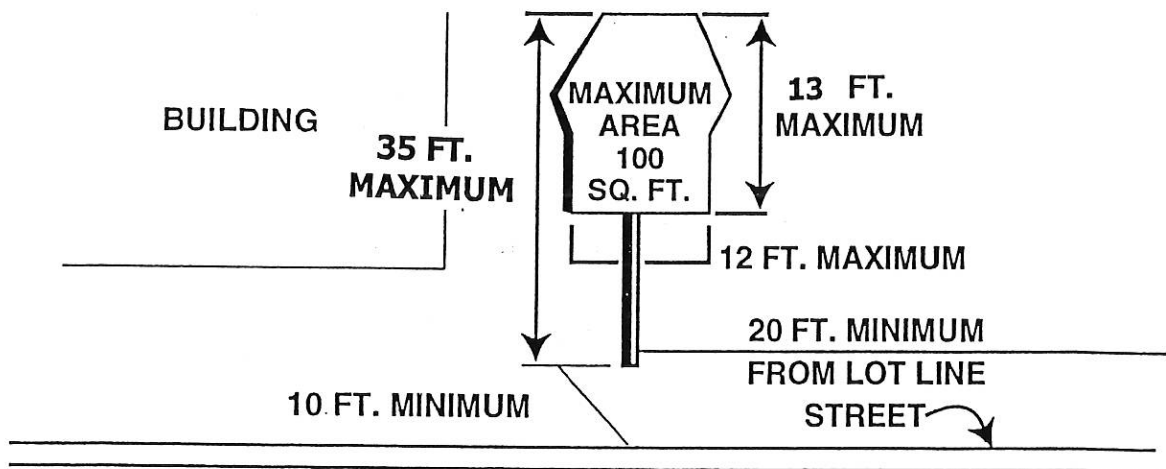
[See Section 1-1-20 for Penalties]

APPENDIX B: SIGN ILLUSTRATIONS

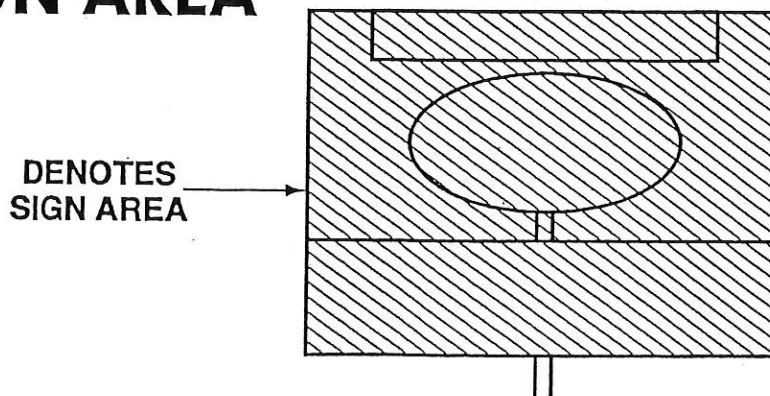
A PROJECTING SIGNS (See Section 40-16-15)



B Freestanding Signs (See Section 40-16-17)

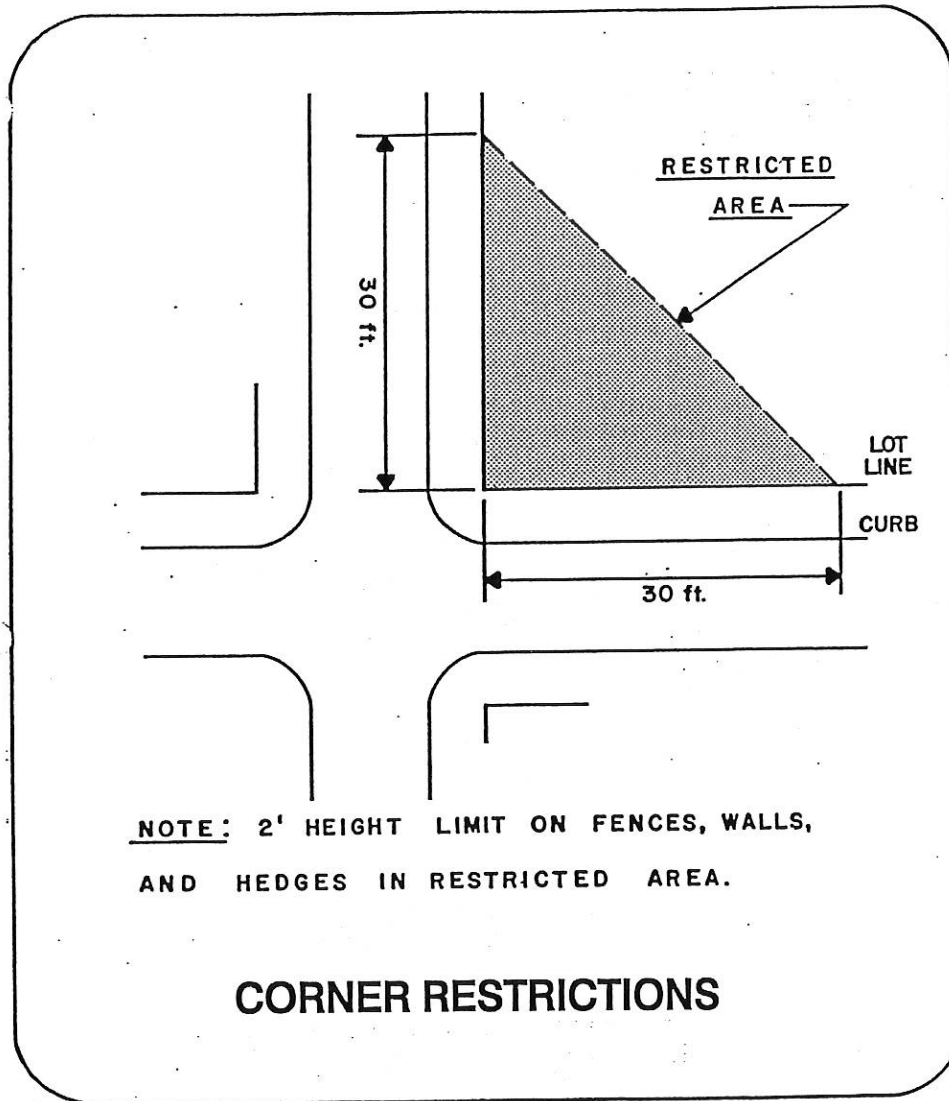


C SIGN AREA



(See Section 40-16-3)

APPENDIX D: CORNERS



CORNERS