

CITY OF OAK PARK
TECHNICAL & PLANNING DEPARTMENT

SIGN APPLICATION

Application processing requires all requested information be correct, complete and legible. Each Project requires a separate application.

With each application, submit (3) scaled drawings of proposed sign(s) and plot plan showing:

- Proposed sign location, including measurements from all lot lines and buildings (if applicable). Indicate location of other structures on the property, streets, alleys, easements, etc. Include dimensions of lot.
- Colors of the finished sign(s), indicating the size, shape, message, lettering style and materials.
- Building elevation sketches showing the position and size of each sign on the building and the location and size of any existing sign(s) on the same structure.
- Upright view of sign including footing, brackets, supports, building side or structure to which attached, or related facts and include all dimensions.
- **Free-standing signs** - a site plan sketch showing the height of location of sign on the site, and verifying compliance with all setback requirements. **All free-standing signs shall have a footing inspection.**
- **Illuminated signs** - drawings shall include details regarding the location, type of fixture, color of illumination, and method of shielding the lighting equipment to prevent glare. **Illumination signs shall be located not less than one hundred (100) feet from a residential district.**
- A licensed electrician shall obtain a separate permit for the sign connection, if applicable.
- Anyone installing a sign shall register as a Sign Erector (\$20.00).
- Installation of monument signs and/or awning/canopys shall require a separate building permit application.

APPLICANT (Contractor or Installer):	
Contact:	City/State/Zip:
Address:	Telephone:

LIST ALL EXISTING SIGNS

TYPE	AREA(sq.ft.)	HEIGHT (ft.)	MESSAGE

APPLICANT (Contractor or Installer):

Contact:	City/State/Zip:
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Address:	Telephone:
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OWNER/TENANT OF PROPERTY:

Name of Proposed Development:

Property Address/Sidwell/Legal Description:

Land Acreage and Frontage on Public Roads or Rights-of Ways:

Existing Zoning (include adjacent properties):

ARCHITECT/FIRM (site plan preparer):

Firm Name:	City:
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Contact:	State/Zip:
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Address:	Telephone:
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OWNER/TENANT OF PROPERTY:

APPLICANT (signature):

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