



Application for Temporary Commercial Sign Permit

TEMPORARY SIGN PERMIT

APPLICATION FEE - \$30.00

GRAND OPENING TEMPORARY SIGN PERMIT – NO CHARGE

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Temporary Sign Permit Request Filed _____

Fee Paid - Check No. _____ Amount _____ Date _____

Reviewed By _____ Permit No. _____ Date Issued _____

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

1. Business Name: _____
2. Address of Proposed Sign Location: _____
3. Name of Applicant(s): _____ Phone: _____
 Address (*street/city/state/zip code*): _____
 Property interest of Applicant(s) - (*Owner, Contract Buyer, etc*): _____
4. Name of Owner(s): _____ Phone: _____
 Address (*street/city/state/zip code*): _____
5. Type of Sign: _____ in the form of a _____ Grand Opening
6. Size of Sign - Height _____ feet x Length _____ feet = Area _____ Square Feet
NOTE: Wall Sign = Maximum 100 sq. feet; Freestanding Sign = Maximum 50 sq. feet
7. Proposed Time Period for Display
 From _____ (_____) on _____ to _____ (_____) on _____
8. Message on Sign: _____
9. For a wall mounted sign, list the dimensions of the wall and how the sign will be fastened to the wall.

10. For a free-standing sign, describe the structure that the sign will be fastened to and how the sign will be fastened.

11. For a freestanding sign, how far will the sign be from the front lot line of the property?

Note: Sign must be set back a minimum of 10 feet from front property line.

12. Has a permit been issued for a temporary sign at this address at any other times during this calendar year? No Yes

If yes, please fill out the following:

Number of temporary signs issued to date during this calendar year?

Approximate dates of installation of other temporary signs:

Total number of days of temporary sign displays to date during this calendar year:

Note: Each business location is allowed up to four (4) permits for a total of 28 days of temporary sign displays on each street frontage per calendar year. In addition, each business location is given a one-time 30-day allowance for a grand opening sign on each street frontage during the first six months that a business is open at that location. There is NO fee for a grand opening sign permit.

If additional space is needed to accurately answer any question, please attach extra pages to the application.

CERTIFICATION BY THE APPLICANT

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner’s behalf.

Applicant’s Signature

Date

PLEASE RETURN THIS FORM ONCE COMPLETED TO:

City of Urbana
Community Development Department Services
Planning Division
400 South Vine Street, Urbana, IL 61801
Phone: (217) 384-2440
Fax: (217) 384-2367