

CITY OF McHENRY

TEMPORARY SIGN APPLICATION

PERMIT NO. _____

PROPERTY ADDRESS: _____

NAME OF BUSINESS: _____

CONTACT NAME: _____ OWNER TENANT

BUSINESS PHONE : _____ CELL Ph. #: _____

SIGN CONTRACTOR: _____

ADDRESS: _____ Ph. #: _____

PROPERTY OWNERS: _____ Ph. #: _____

ADDRESS: _____

Office use only

ZONING DIST: _____

PERMIT FEES

SIGN FEE: _____

DEPOSIT: _____

COPIES: _____

TOTAL: _____

EXPIRATION DATE: _____

TEMPORARY SIGN SPECIFICATIONS

** Temporary signs shall be allowed: for a maximum of 4 occasions per calendar year; with a maximum display period of 30 days each occasion; a maximum cumulative total of 60 days per calendar year; minimum of 30 days must elapse between each occasion.*

Requested: From: _____ **To:** _____ **Height of Sign:** _____
(Month/Day/Year) (Month/Day/Year) (Measured from ground level to top of sign / 8 Ft. Max)

Material: _____ **Fastening Method:** _____

Sign Dimensions: Height: _____ **Width:** _____ **Sq/Ft:** _____
(Not to exceed 32sq/ft)

Sign will read as follows: _____

PERMIT SUBMITTAL CHECKLIST

- Completed Temporary Sign permit application.
- Two (2) sets of drawings which include sign dimensions, width and height.
(Indicate material that sign is made of and how it will be fastened in place.)
- Provide plot plan showing location of sign on lot and distance from all property lines.
(only one temporary sign may be used on any premises at any one time)
- Property owner **MUST** provide letter or sign permit application approving signage.

** Permits will not be accepted for review unless all required documentation has been attached to this application.*

NOTES

SIGNATURE OF APPLICANT: _____ **DATE:** _____

SIGNATURE OF PROPERTY OWNER: _____ **DATE:** _____

THIS PERMIT IS GRANTED AND ACCEPTED WITH THE EXPRESS UNDERSTANDING AND AGREEMENT THAT SAID BUILDING AND CONNECTIONS SHALL CONFORM IN ALL RESPECTS WITH THE ORDINANCES OF THE CITY OF McHENRY AS NOW IN FORCE REGULATING THE CONSTRUCTION OF BUILDINGS.

DATE: _____

(DIRECTOR, CONSTRUCTION AND NEIGHBORHOOD SERVICES)

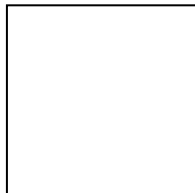


The City recognizes that signs play an important part in identifying properties, businesses, services, residences, events and other matters of public interest. Depending on their size, numbers, and location, signs affect the safety of traffic and can add to or deteriorate the character of the area.

The Sign Ordinance establishes the standards for all signs. Location, quantity and size are all standards covered by this ordinance. The intent of the ordinance is to encourage effective communication, maintain a pleasing appearance, attract business, improve safety, minimize adverse effects and define areas of the city.

Type of zoning, lot frontage and building frontage all play a role in the size and location of any sign. It is important to follow the submittal checklist on the specific application and supply the appropriate information for review. If the information is not supplied with the permit, the permit will not be accepted.

Permits are required for the installation of most types of signs, whether **temporary** or **permanent**. See **McHenry Zoning Ordinance** Chapter IX for further sign requirements.



No sign shall be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered except in conformance with the sign ordinance and after issuance of a Sign Permit by the City.

The following signs and displays are prohibited in all zoning districts

For specific definitions see Chapter IX of the zoning ordinance

- Flashing signs.
- All Moving Signs
- Projecting signs, except in the C-4 Downtown Commercial District.
- Roof-mounted signs.
- Signs on otherwise vacant land other than real estate signs, construction signs, or outdoor advertising signs
- Vehicle signs
- Signs using visible neon tubing, except for interior window signs (see Section IX(B)(9) Table 18).
- Pennants, streamers, balloons, helium filled and inflatable objects, search lights, beacon lights, except as otherwise permitted by or exempted from these regulations, but not to include public notice signs required under this Ordinance.
- Any sign advertising a product, service, business and the like, that is not located on the premises upon which the sign is located.
- Video screen signs.
- All other signs not expressly permitted by this Ordinance.

Relief of the sign ordinance

Petitions for relief from the sign regulations shall be heard and decided by the City Council. Submission requirements shall be as determined by the Council, and no public notice shall be required.

- There shall be a \$175 application fee. (MC-07-907)
- The Council shall grant such relief only by a vote of a majority of its members and only if it finds that such relief:
 - a. Will not be materially detrimental to the public welfare or injurious to other property in the vicinity; and
 - b. Will not impair an adequate supply of light and air to adjacent property, increase the danger of fire, endanger public safety, or substantially impair property values in the neighborhood.
 - c. Shall not give the property owner or business an unfair advantage over a similar business.
 - d. Will not cause a hazard to the public's safety by being distracting because of size, location, or being located within rights-of-way.
- Submittal requirements for relief of the sign ordinance shall be the same as the permit application submittal requirements PLUS a brief description (in paragraph form) of the hardship and reason for the need of relief.

TEMPORARY SIGN AND BANNER SUBMITTAL REQUIREMENTS

1. Provide completed application with **two (2)** sets of the following information attached:
 - a. Plat of survey
 - b. Location of temporary sign/banner, distance from property lines
 - c. Size of temporary sign/banner
 - d. Material sign is made of and how it will be fastened
 - e. Picture/ drawing of sign with all verbiage to be displayed on sign

2. Conditions:
 - a. Only one (1) temporary sign may be displayed on any premises at any one time.
 - b. Maximum area of sign is 32 square feet (ex. 4'x8').
 - c. Temporary signage may be displayed for a maximum of four (4) occasions per year; no more than 30 days for each one occasion. The total number of days for all occasions combined shall not exceed 60 days per year. **Each occasion requires a new permit.**
 - d. A minimum of 30 days must elapse between the issuance of temporary sign permits.
 - e. A final inspection is required within 3 business days after expiration of permit, or the deposit will be forfeited. Contact the Construction and Neighborhood Services Department at (815) 363-2170 (minimum 24-hours notice) and schedule an inspection after the sign is removed.

3. Permit shall be displayed within public view for the duration of the permit.

4. The information in this handout is intended to be general in nature and is not a substitute for applicable city ordinances. Please contact the Construction and Neighborhood Services Department at (815)363-2170 for further information.