

Application for Sign Permit
City of Litchfield
120 E. Ryder Street
217-324-5253

Section A

1. Application Date: _____

APPLICANT

1. Name of Applicant? _____

2. Applicant's Address _____

City _____ State _____ Zip Code _____

3. Applicant's Phone Number _____

OWNER

1. Name of Owner _____

2. Owner's Address _____

City _____ State _____ Zip Code _____

3. Owner's Phone Number _____

SIGN CONTRACTOR

1. Name of Contractor _____

2. Contractor's Address _____

City _____ State _____ Zip Code _____

3. Contractor's Phone Number _____

Section B

LOCATION

6. Location of the building, structure or lot where the proposed street graphic is to be erected: _____

Lot No. _____ Block No. _____ Subdivision _____

Zoning District Classification: _____

Residential _____, Commercial _____, Industrial _____, Other _____

Section C

DESCRIPTION OF EXISTING STREET GRAPHIC
(Enter number of signs, size and square footage of each sign)

Flush Mountings	_____	Roof Mounted	_____
	_____		_____
Awning, canopy, marquee	_____	Billboard	_____
	_____		_____
Window	_____	Special Promotion	_____
	_____		_____
Shopping Center Identification	_____	Free Standing	_____
	_____		_____
Temporary off site track sales of subdivision lots	_____		
Total Square footage of signs	_____		
Height (to bottom of sign)	_____	Height (to bottom of sign)	_____
Overall Height	_____	Overall Height	_____
Projection (building wall to outside of sign)	_____	Projection (building wall to outside of sign)	_____

Section D

DESCRIPTION OF PROPOSED STREET GRAPHIC
(Enter number of signs, size and square footage of each sign)

Flush Mountings	_____	Roof Mounted	_____
	_____		_____
Awning, canopy, marquee	_____	Billboard	_____
	_____		_____
Window	_____	Special Promotion	_____
	_____		_____
Shopping Center Identification	_____	Free Standing	_____
	_____		_____
Temporary off site track sales of subdivision lots	_____		
Total Square footage of signs	_____		

Height (to bottom of sign) _____ Height (to bottom of sign) _____
Overall Height _____ Overall Height _____
Projection (building wall to outside of sign) _____ Projection (building wall to outside of sign) _____
Method of support/attachment _____

Description of the proposed street graphic to nearby traffic control devices

Lineal feet of street frontage available _____

ILLUMINATION

- a. Indirect _____
- b. Neon _____
- c. Flood Lights _____
- d. Not Illuminated _____

Information located on the sign

Section E

SITE PLAN

Attach drawing of sign showing dimensions and exact location on building/lot.

Attach construction plans showing erection, concrete footing, etc.

If illuminated, electrical plan shall be submitted.

Section F

I certify that all of the above statements and the statements contained in any pages or plans submitted herewith are true and accurate.

Date _____

Applicant _____

Date _____

Owner _____

DO NOT WRITE IN THIS SPACE—FOR OFFICE USE ONLY

Date _____

Approved _____ Permit Number _____

Denied _____

Comments _____

By _____

