

Village of Bartlett

Community Development Dept.
228 S. Main Street
Bartlett, IL 60103
Ph: (630) 540-5940
Fax: (630) 540-5436
E-mail: Signs@vbartlett.org
Web: www.village.bartlett.il.us



Sign Permit Application Requirements

1. Completed Application with **all** applicable signatures obtained (see opposite side)
 2. 2 **Detailed, Color** sketches of sign **Must** be to scale & indicate dimensions. **Must Show** sign material, mounting or footing/foundation details, electrical details, exterior location of disconnect switch, UL label, etc.
 3. 2 **Elevations** of store front (indicate **direction** of elevation) (not required for ground or pole signs) **Must show** dimensions of leased area and dimensions of the wall, window, or awning/canopy. Illustrate the sign location & size with the distance from lease lines and the height to bottom of sign marked.
 4. 2 Copies of the **Site Plan** (not required for wall, window or awning/canopy signs) **Must show** entire lot with lot dimensions, building footprint, existing & proposed sign locations, dimensions of setbacks to roads and other signs & north arrow
 5. 2 Copies of the **Landscape Plan** (not required for wall, window or awning/canopy signs) Landscape Plan must overlay the Engineering Plans and show the entire lot, a north arrow and the location of all landscaping, utilities, and signs. **At least two conifers are required.**
- * All sign contractors/electricians completing work on any portion of the project must be licensed with the Village of Bartlett. *(Please contact the main office at Bartlett Village Hall at (630) 837-0800)*
 - * The Sign Permit Application **will not be reviewed** until the Plan Review Fee has been received.
 - * The Sign Permit **will not be issued** until the plans have been approved & all applicable fees have been received.
 - * A stamped permit copy of the plans will be sent to the applicant upon approval.
 - * All signs must be UL listed and labeled.

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Sign Application is on the back of this sheet

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For Office Use Only: Permit #: _____ Received: _____ (Village Stamp)
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Sign Permit Application

Applicant Data _____

Name	Address/Email	Phone/Fax #
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Job Location _____

Name of Tenant	Address	Phone #
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Property Owner/Management Co. Data _____

Name	Address	Phone #
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Sign Contractor Data _____

Name	Phone/Fax/Email	Bartlett Lic. # & Exp.
Electrician's Name	Phone #	Bartlett Lic. # & Exp.

Signage Data: ALL SIGNS MUST BE UL LISTED AND LABELED * Estimated Cost of Project \$ _____

*** **Plan Review Fee:** Payable at the time of application. **\$50 nonrefundable fee** for new sign permit applications plus a **\$40 electrical plan review fee** for new illuminated signs. A **\$40 nonrefundable fee** will be charged for the second and subsequent plan reviews. ***

Permanent Sign Type: Non-Illuminated (\$55) Internally Illuminated (\$75) Externally Illuminated (\$75)

Ground Tenant Panel Wall Window Awning/Canopy Pole Roof **Sign Plan/Amendment**

<p>Ground/Pole Signs</p> <p>Overall Height _____ ft. # of faces _____</p> <p>Width _____ ft. Height _____ ft. Depth _____ ft.</p> <p>Total Sign Area _____ sq.ft. Setback _____ ft.</p>	<p>Wall/Window Signs</p> <p>Projection _____ in.</p> <p>Width _____ ft. Height _____ ft.</p> <p>Total Sign Area _____ sq.ft.</p>
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*No sign shall be constructed, erected, originally painted, converted, altered, rebuilt, enlarged, remodeled, relocated or expanded **BEFORE** a permit for such sign has been obtained in accordance with the standards and procedures set out in Chapter 12 of the Bartlett Zoning Ordinance. A violation of this ordinance could result in a fine of \$50-\$750.

Initials of Applicant*

Signature of Property Owner/Management: _____

Signature of Tenant: _____

Signature of Applicant (if other than above): _____

For Office Use Only:

Zoning: _____ Street Frontage: _____ Ind. Max. Allowed: _____ Total Max. Signage Allowed: _____

Approved Signs: Existing Signage: _____ Total Requested Signage: _____ Remaining: _____

Sign 1 Dimensions: _____ Sign 2 Dimensions: _____ Sign 3 Dimensions: _____

Setbacks: _____ Max. Height: _____ Easements: _____ Vision Triangle: _____

Approved By: _____ **Date:** _____ **Plan Review Fee: \$** _____ **Permit Fee: \$** _____ **Total Fee: \$** _____