



## SIGN PERMIT CHECKLIST

The following are the requirements for sign permit applications. Further details can be found in Article 18 of the Unified Development Ordinance. Failure to provide required information may result in rejection of the application.

### SUMBITTAL CHECKLIST

- Completed "Permit Application for New and Modified Signs" form.
- A current plat of survey.
- A site plan showing lot dimensions, existing structures, existing signs, and the proposed sign.
  - If an on-premise sign is proposed (i.e., contains a non-commercial message or identifies an allowed use on the property), provide setbacks from lot lines and distance to any other existing signs on the property.
  - If an off-premise commercial advertising sign is proposed, provide setbacks from lot lines and note any residential zoning district within 500 feet, any residential structure in an agricultural zoning district within 500 feet, and any existing off-premise commercial advertising sign within 300 feet. Also note if the sign is oriented to an interstate highway.
- One ink drawing of the plans and specifications of the sign to be erected or affixed and the method of construction and attachment to a building or placement in the ground. Such plans and specifications shall include dimensions of the sign structure, including calculations of the sign area and sign height (see Unified Development Ordinance Section 18.5.A for how to calculate these).
- A non-refundable review fee of \$100.00 for an on-premise sign or \$500.00 for an off-premise commercial advertising sign must be paid at the time of application. Permit fees are calculated in accordance with the current [fee ordinance](#). Cash, check or credit card accepted.

For an off-premise commercial advertising sign proposed along state or federal highway:

- Applicable permit from the Illinois Department of Transportation

If a driveway will be modified or established within the right-of-way as a part of the project:

- A copy of the access permit (or other approval) from the road authority having jurisdiction is required prior to release of the permit.



**McHenry County**  
**Department of Planning and Development**

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*For internal use only*

Permit #: \_\_\_\_\_

Zoning: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**PERMIT APPLICATION FOR NEW AND MODIFIED SIGNS**

**PROPERTY OWNER INFORMATION** **SIGN OWNER INFORMATION (if different)**

Owner Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
 Owner Signature \_\_\_\_\_  
 (required)

Contact Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
 Owner/Agent Signature \_\_\_\_\_  
 (required)

**SIGN LOCATION**

PIN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Address (if different \_\_\_\_\_  
 than property owner) \_\_\_\_\_

**CONTRACTOR INFORMATION (if applicable)**

Primary Contact \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**PERMIT DELIVERY METHOD**

\_\_\_ Pick Up  
 \_\_\_ Mail to:  Property Owner  Sign Owner  Contractor

**PROPERTY USE AND ZONING**

The **use** of the property is:  
 Residential  Nonresidential (including Agricultural)  
 Both  Vacant

The **zoning** of the property is:  
 Agriculture (A1, A2)  Residential (E5, E3, E2, E1, R1, R2, R3)  
 Commercial [Industrial/Office/Retail] (B1, B2, B3, O, I1, I2)

**ON-PREMISE SIGN INFORMATION**

An on-premise sign is one that contains a non-commercial message or identifies/promotes a use on the property, which is active and allowed in the zoning district or by conditional use permit. Signs are allowed two sign faces (front/back). Only one sign face counts toward the sign area, subject to UDO Sect. 18.5.A.

Which allowed on-premise use does the sign support?  Business  Agriculture  Residence  Non-commercial message

<p><input type="checkbox"/> <b>Awning /Canopy</b></p> <p>_____ sq ft sign area</p> <p>_____ sq ft awning/canopy area</p> <p>_____ % pct awning/canopy area</p> <p><input type="checkbox"/> Illuminated?  <input type="checkbox"/> Internal  <input type="checkbox"/> External</p>	<p><input type="checkbox"/> <b>Projecting Sign</b></p> <p>_____ sq ft sign area</p> <p>_____ ft clearance height</p> <p>_____ ft projection from bldg.</p> <p>_____ ft projection into ROW</p> <p><input type="checkbox"/> Illuminated?  <input type="checkbox"/> Internal  <input type="checkbox"/> External</p>	<p><input type="checkbox"/> <b>Wall Sign</b></p> <p>_____ sq ft sign area</p> <p>_____ ft linear feet of bldg</p> <p>_____ in projection from bldg.</p> <p><input type="checkbox"/> Digital Component?    _____ % of sign area</p> <p><input type="checkbox"/> Illuminated?  <input type="checkbox"/> Internal  <input type="checkbox"/> External</p>	<p><b>Ground Sign:</b> <input type="checkbox"/> Pole-Mounted <input type="checkbox"/> Monument</p> <p>_____ sq ft _____ ft sign area sign structure height</p> <p>_____ ft _____ ft _____ ft side yard setback front yard setback property road frontage</p> <p><input type="checkbox"/> Will this permit result in more than one on-premise ground sign? If so:    _____ total number of signs _____ feet to nearest on-premise sign</p> <p><input type="checkbox"/> Digital Component? <input type="checkbox"/> Illuminated?    _____ % of sign area <input type="checkbox"/> Internal <input type="checkbox"/> External</p> <p><b>For monument signs only:</b>    Sign structure width: at top: _____ ft at bottom: _____ ft    _____ % width of top relative to bottom    Base of sign height above grade: _____ in</p>
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**OFF-PREMISE COMMERCIAL ADVERTISING SIGN INFORMATION**

An off-premise commercial advertising sign is one that displays, or is erected for the purpose of displaying, a commercial message on a property where the business, product, good, service, real property, or event that is the subject of the commercial message is not available for purchase, lease, rent, or attendance.

Signs are allowed two sign faces (front/back). Only one sign face counts toward the sign area, subject to UDO Sect. 18.5.A.

Any off-premise commercial advertising signs to be erected on a temporary basis, per UDO Sect. 18.12, should not use this form.

<b>Sign size:</b> _____ sq ft _____ ft <i>sign area</i> <i>sign structure height</i> <i>(opt. measure from roadway grade)</i>	<b>Distance to:</b> _____ ft _____ ft <i>residential zoning district</i> <i>residence in A1/A2 district</i> _____ ft _____ ft <i>side lot line setback</i> <i>street lot line setback</i>	<b>Sign attributes:</b> <input type="checkbox"/> Y/N Digital Component? _____ % of sign area <input type="checkbox"/> Y/N Ambient light meter? <input type="checkbox"/> Y/N Illuminated? <input type="checkbox"/> Internal <input type="checkbox"/> External
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**Check all that apply:**

The proposed sign area is less than 150 sq ft and there is a:

- Residential zoning district (E5,E3, E2, E1, R1, R2, R3) within 100 feet [distance: \_\_\_\_\_ ft]
- Residential structure in an agricultural zoning district (A1, A2) within 100 feet [distance: \_\_\_\_\_ ft]
- None of the above

The proposed sign area is 150 sq ft or larger and there is a:

- Residential zoning district (E5,E3, E2, E1, R1, R2, R3) within 500 feet [distance: \_\_\_\_\_ ft]
- Residential structure in an agricultural zoning district (A1, A2) within 500 feet [distance: \_\_\_\_\_ ft]
- None of the above

- Another off-premise commercial advertising sign is located within 300 ft of the proposed sign.
- The proposed sign is along or oriented to a state or federal highway.
- The proposed sign is oriented to an interstate highway with a posted speed limit in excess of 55 mph.

**SITE DISTURBANCE INFORMATION (IF APPLICABLE)**

\_\_\_\_\_ sq ft Proposed impervious area for this project (areas of any gravel/pavement/structures/etc.)

\_\_\_\_\_ sq ft Proposed disturbance area (where structures/driveways are placed plus where soil is graded, vegetation removed, etc.)

\_\_\_\_\_ sq ft Total impervious area created from other projects since January 2004

- Y  N Will the excavated material be retained on site? If so, show on the site plan.
- Y  N Will you be demolishing an existing structure?
- Y  N Will any work occur on neighboring properties? If yes, provide property owner approval letter
- Y  N Will any additional structural components be installed (retaining wall, seawall, foundation)?  
If yes, provide type: \_\_\_\_\_

**STATEMENT OF AUTHORIZATION FOR STORMWATER MANAGEMENT**

(Must be signed when primary contact is not owner AND a stormwater permit is required)

I hereby authorize \_\_\_\_\_ (Primary Contact) to act on my behalf as my agent in the processing of this Application and to furnish, upon request, supplemental information in support of this Permit Application. This person will act on my behalf as the point of contact for permit correspondence.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

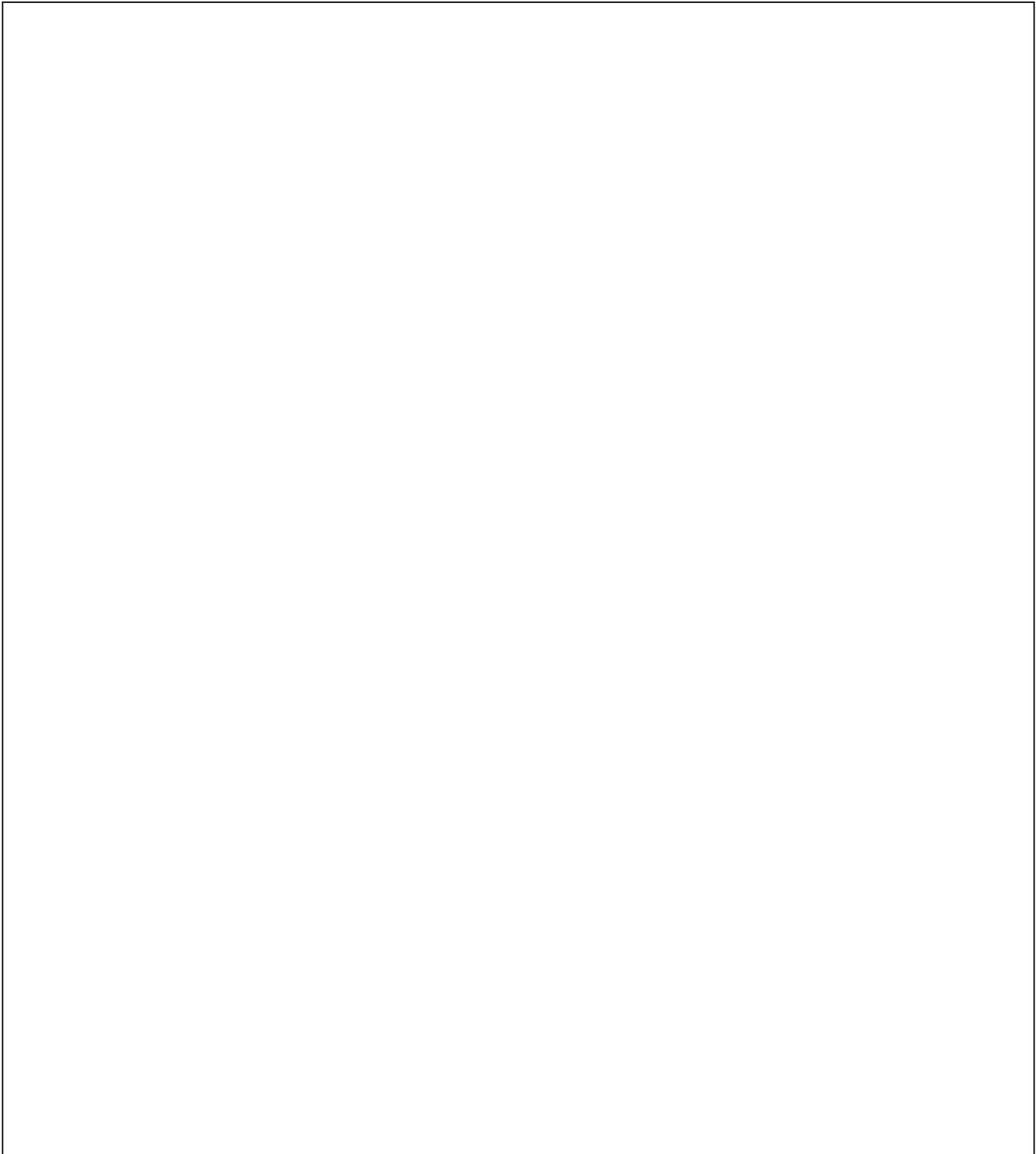
# SITE PLAN

Address: \_\_\_\_\_

PIN: \_\_\_\_\_

**N**

(draw arrow)



Parcel Size: \_\_\_\_\_

Drawing Scale: \_\_\_\_\_

Permit # \_\_\_\_\_

(for office use only)