

City of Anna
Sign Application Checklist
(This page is for office use only)

Application is complete
Sign Location is Staked out or Marked
Deed showing legal description is attached
A Plat or Map drawn to scale showing the sign and dimensions is attached
J.U.L.I.E. Locate is complete (If Required)
Zoning Permit Fee of \$10 is attached

- Allow 5 days for processing
- Allow 2 days for Zoning Inspector review
- Allow 2 days for review of utility services by Public Works Manager

Once all steps are complete, the application will be placed on the next scheduled City Council Meeting for approval.

Questions: Call the Zoning Inspector at (618) 833-7813

Reviewed by: _____
Zoning Inspector/Public Works Manager

City Council Meeting Date: _____

Approved / Denied

(See page 2 to begin application)

City of Anna Sign Application

(Please review the City's Sign Ordinance and Map at cityofanna.org)

TO ZONING INSPECTOR: The undersigned applies to the City of Anna, Illinois [the "City"], for a permit to construct and place a sign on the premises hereinafter described in compliance with the City Sign Ordinance, and represents to the Zoning Inspector and the City the truth and accuracy of the following information:

Name: _____ Date: _____

Address of Sign Location: _____ Phone: _____

Please Circle Yes or No to the Following Statements:

- Property is staked out or marked (Circle): Yes No
- There is attached hereto a copy of the applicant's deed showing the legal description (Circle): Yes No
- There is attached hereto a plat or map in duplicate (drawn to scale no smaller than 1"=20') showing the actual dimensions of the Sign. (Circle): Yes No
- The Deed and Plat are of this application (Circle): Yes No
- If the Sign is located on an off premise location, please provide a contract by the owner of the property authorizing the construction and placement of said sign. (Circle): Yes No

Anticipated Date of:

a. Commencement of Construction/Placement: _____

b. Completion of Construction/Placement: _____

Zoning District (Circle): R-1 R-2 R-3 B-1 B-2 M-1 A-1 Downtown Off Premises

Dimensions:

Sign Area: _____ Square Feet (SF)

Height of Sign: _____ (From Ground)

If Applicable:

of Current On Premise Signs: _____

of Current Off Premise Signs: _____

J.U.L.I.E. Locate Dig #: _____ Please Call (800) 892-0123 to request a Locate

Signature of the owner(s) or of authorized agents

Date: _____

Date: _____

Address of Applicant: _____

PERMIT TO PROCEED: I find that the information in the above Application and any accompanying documents describe a proposed sign which will comply with the City Sign Ordinance No. 2016-04, and do hereby permit Applicant to proceed, upon the condition that construction is commenced and completed before the date stated in application; otherwise, this permit become void.

Dated: _____

Zoning Inspector

OWNER'S CERTIFICATE OF COMPLETION: The undersigned certifies and represents that the sign described in the Application and the accompanying documents have been completed and are in compliance with the Sign Ordinance No. 2016-04

Dated: _____

Owner

Dated: _____

Owner

CERTIFICATE OF COMPLIANCE: I certify that I have inspected the completed sign and that it complies with the representations made in the Application and the accompanying documents and is in compliance with the City Sign Ordinance No. 2016-04

Dated: _____

Zoning Inspector