



**CITY OF BELLEVILLE, ILLINOIS**  
**ECONOMIC DEVELOPMENT, PLANNING, AND ZONING DEPARTMENT**

**Application for SIGN INSTALLATION for  
AREA OF SPECIAL CONTROL**

**Subject Property Address:** \_\_\_\_\_

Applicant/Developer Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Establishment Displaying Sign**

1. Type of Business: \_\_\_\_\_

2. Property Frontage (Linear Ft.): \_\_\_\_\_

3. Belleville Zoning District: \_\_\_\_\_ Permanent Parcel #: \_\_\_\_\_

4. Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

5. Enterprise Zone: \_\_\_\_\_ Historic District: \_\_\_\_\_ Flood Plain: \_\_\_\_\_ Ward #: \_\_\_\_\_

**Existing Signage on Property**

Square footage of Existing Signage: \_\_\_\_\_ Sq. Ft. Type of Existing Signage: \_\_\_\_\_

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**Description of Proposed Signage**

1. Type (circle one):

- a. Flush-Mounted
- b. Projecting
- c. Freestanding
- d. Awning, Canopy, Marquee
- e. Roof-Mounted
- f. Billboard
- g. Other \_\_\_\_\_

2. Dimensions:

- a. Width (side to side): \_\_\_\_\_ Feet
- b. Length (top to bottom): \_\_\_\_\_ Feet
- c. Area: \_\_\_\_\_ Square Feet

3. Height (ground to top of sign): \_\_\_\_\_ Feet  
*(Must be answered if sign is flush-mounted, projecting, free-standing, or billboard)*

4. Projection (building wall to end of sign): \_\_\_\_\_ Feet  
*(Must be answered if sign is projecting)*

5. Illumination (circle one):

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

6. Information on Sign:

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**Signature of Applicant and Property Owner**

I (we) certify that all of the above statements, and the statements contained in any papers or plans submitted herewith, use true to the best of my (our) knowledge and belief. By signing this document below, I (we) acknowledge and agree that a temporary sign will be placed on the property (at a location determined by City Staff) that describes the request. The sign will give the date and time of the Zoning Board of Appeals meeting, as well as the name of the applicant. It will list the Economic Development, Planning, & Zoning Department as the contact for more information about the case. Further, the sign will be placed a minimum of fifteen (15) days before the Zoning Board of Appeals meeting and **must be removed by the property owner and/or applicant within seven (7) days of the meeting.**

**\*\*\*\*\*SIGNATURES OF APPLICANT AND PROPERTY OWNER MUST BE NOTARIZED\*\*\*\*\***

Printed name of APPLICANT: \_\_\_\_\_

Signature of APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: *Subscribed and sworn to me before this* \_\_\_\_\_ *day of* \_\_\_\_\_, 20 \_\_\_\_\_

(Notary public stamp) \_\_\_\_\_  
Notary Public signature

Printed name of PROPERTY OWNER: \_\_\_\_\_

Signature of PROPERTY OWNER: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: *Subscribed and sworn to me before this* \_\_\_\_\_ *day of* \_\_\_\_\_, 20 \_\_\_\_\_

(Notary public stamp) \_\_\_\_\_  
Notary Public signature

**THIS SECTION FOR INTERNAL USE ONLY**

Application #: \_\_\_\_\_ Date filed: \_\_\_\_\_  
Date set for hearing: \_\_\_\_\_ Date meeting held: \_\_\_\_\_  
Date published notice made: \_\_\_\_\_ Newspaper: Belleville News Democrat  
Date sign posted: \_\_\_\_\_ Date abutting owners notified: \_\_\_\_\_  
Fee: Amount paid \$ \_\_\_\_\_ Date paid: \_\_\_\_\_  
Applicable section(s) of Zoning Code: \_\_\_\_\_

### **Information for Applicant**

Section 155.051 of the City Code of Ordinances designates the downtown business area bounded by **Sixth Street on the West, “B” Street on the north, Oaks Street on the east and Lincoln Street on the South as an “Area of Special Control.”** No street graphic may be erected, and no existing graphic may be permitted to remain for more than (5) years, unless the graphic has been approved by the City Council on the recommendation of the Zoning Board of Appeals.

### **Meeting Information**

The applicant must appear before the Zoning Board of Appeals to justify the proposed graphic in terms of its conformity with pertinent regulations and its compatibility with the theme and overall character to be achieved in the downtown area. City Council makes final decision on allowance of signage.

### **Submittal of Documents**

As set forth in Section 155.069 of the City Code of Ordinances, the following information must be completed and submitted with a sketch of the proposed sign(s) and a site plan showing the location of the proposed sign(s) in relation to buildings and/or lot lines. Approved plans and specifications shall be in conformity with the sign regulations applicable to the subject property. Changes in plans or specifications shall not be made without written approval of this office. Failure to comply with the above shall constitute violation of sign regulations. Applicants are encouraged to consult with an attorney for any assistance needed in filling out this form.

### **Associated Fees with Sign Installation**

The filing fee for a Sign Installation Permit for Area of Special Control is \$75.00.

If Council approved, the sign installation fee is \$.50 per square foot, but not less than \$15.00 per sign. For fee submittal or questions/concerns regarding sign installation; contact the Building Department at (618) 233-6810 Ext. 4243 or 407 East Lincoln Ave. (Section 155.071 of City Code of Ordinances)

### **Office Contact Information**

City of Belleville  
Economic Development, Planning, & Zoning Department  
101 South Illinois Street  
Belleville, IL 62220  
(618) 233-6810 x1250  
Email: edpz@belleville.net