



Procedure for Installing or Building a Commercial Sign

- 1. Make sure your sign meets City zoning requirements:**
 - a. Signs must meet intersection sign distance requirements as determined by IDOT's Bureau of Local Roads manual
 - b. The maximum area of a sign face shall be 425 square feet or if 2 single-faced back-to-back or a V-type sign, a total of 850 square feet
 - c. Signs shall not be erected at height of more than 45 feet
 - d. All electrical service wiring, including wiring used for sign lighting, shall be installed underground and in protective electrical conduit. No overhead wiring shall be permitted
 - e. The supporting structure shall be set firmly in or below the ground surface and shall not be attached to any building or any other structure whether portable or stationary
 - f. Signs may not be located within the City's right-of-way

- 2. Contact the City for a miscellaneous building permit application and complete it.**

- 3. Submit the following materials to the city:**
 - a. Complete application
 - b. A site plan showing where the sign will be located on the property (can use aerial from city)
 - c. A plan and picture of the sign
 - d. Permit fee of \$10 (checks made payable to the City of Monticello)

- 4. Locate your property pins, mark pins and location of shed.** If pins cannot be located the city reserves the right to require a survey to locate/set pins.

- 5. Request a J.U.L.I.E. utility locate (1.800.892.0123 or www.illinois1call.com) at least 48 hours prior to stating work.**

- 6. Install the sign**

Note:

- * The city has information on the easements in the newer subdivisions. If the city does not have easement information on your property, it is the responsibility of the property owner to obtain that information from the county recorder's office or abstract company. If a sign is located in an easement, the sign may be moved and/or destroyed in the course of work within the easement. The property owner will not be compensated for any damage.
- * An aerial photograph of your property is available from the City.
- * Your permit is good for 6 months from the date of issue..



City of Monticello Miscellaneous Permit Application

Date: _____

JOB SITE ADDRESS: _____

PROPERTY OWNER

Name: _____

Address: _____

Phone: _____

CONTRACTOR (If applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

LOT SIZE: _____ by _____

TYPE OF IMPROVEMENT: ___ Fence ___ Deck / Patio ___ Porch ___ Pool ___ Sign ___ Other

ANTICIPATED START DATE: _____ **ANTICIPATED COMPLETION:** _____

TOTAL ESTIMATED PROJECT COST: _____

PROPOSED SQUARE FOOTAGE: Deck / Patio: _____ Porch: _____

PROPOSED HEIGHT OF FENCE: _____

* **PLEASE NOTE:** The City may, at its discretion, require the location and/or setting of property pins by a licensed land surveyor..

I hereby certify that the proposed work is authorized by the owner or record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant

Application Date