



**LaSalle County**  
**Environmental Services and Land Use**  
119 W Madison St., Room 107, Ottawa, IL

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## SIGN PERMIT APPLICATION

April 2018

Application Date \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Sign Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

### Sign Location and Setbacks:

Address: \_\_\_\_\_  
PIN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Road Right of Way at location: \_\_\_\_\_ ft *(verify with road district)*  
Distance from center line of road: \_\_\_\_\_ ft  
Setback from Property Line(s)  
Side \_\_\_\_\_ ft Side \_\_\_\_\_ ft Rear \_\_\_\_\_ ft

### Sign Details *(Applicants must provide a detailed sketch of the proposed sign)*

Type of Sign: \_\_\_\_\_ (ground, pole, canopy, projecting, etc.)  
New Sign \_\_\_\_\_ Add to Existing \_\_\_\_\_ Repair Existing \_\_\_\_\_  
Single Face \_\_\_\_\_ Double Face \_\_\_\_\_  
Will sign be Illuminated? \_\_\_\_\_ Yes or \_\_\_\_\_ No  
Changeable/Scrolling Images? \_\_\_\_\_ Yes or \_\_\_\_\_ No  
IDOT/USDOT Approval Required? \_\_\_\_\_ Yes or \_\_\_\_\_ No  
Size of Sign: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Ft<sup>2</sup>  
Height of Sign (grade to top of sign): \_\_\_\_\_ Ft  
Number of Existing signs on Property: \_\_\_\_\_

ATTACHMENTS REQUIRED: \_\_\_\_\_ PLAT OF SURVEY \_\_\_\_\_ DIAGRAM OF SIGN \_\_\_\_\_ SITE DIAGRAM

### SIGN INFORMATION CERTIFICATION

*The undersigned certifies the statements contained and provided in this application are true and correct and that all work done under the proposed permit will conform to the requirements of the LaSalle County Zoning Ordinance and any other applicable law. If permission is granted, the undersigned agrees to indemnify and keep harmless the said County of LaSalle, from any and all suits at law or in equity, damages expenses and attorney's fees, that may be sustained by the said County on account of injuries or damages sustained by any person to his person or property, occasioned in any manner by the granting of the permit requested, or by the construction, installation or maintenance of said sign.*

\_\_\_\_\_  
Name of Owner (Print)

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

**FOR OFFICE USE**

Inspection Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Approved : ☐ Yes ☐ No

Explanation and Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
LaSalle County Zoning Officer

\_\_\_\_\_  
Date

FEE: \$ 50.00

AMOUNT PAID: \$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_

PAYMENT METHOD: ☐ Check ☐ Cash

Check # \_\_\_\_\_

PAID BY: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

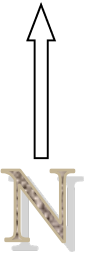
# SITE PLAN SKETCH

LaSalle County Permit Application

The Following Information Must be Included on the Site Sketch Below:

1. Lot Size and Dimensions
2. Number (Name) and location of all roads abutting property
3. Structures on property (existing and proposed)
4. Front, side, and rear yard setbacks (number of feet between the lot line and structure).

***PLEASE STAKE CORNERS OF STRUCTURE AFTER APPLICATION IS SUBMITTED***



*FOR OFFICE USE*

Date Setbacks Reviewed by County Inspector: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_

Front Setback \_\_\_\_\_ Rear Setback: \_\_\_\_\_ Side Setback \_\_\_\_\_ Side Setback \_\_\_\_\_

Inspector Review Verification: \_\_\_\_\_