



# PERMANENT SIGN PERMIT APPLICATION

Village of Maywood  
Community Development Dept.  
40 Madison Street  
Maywood, Illinois 60153  
(708) 450-4405 (708) 450-4893 Fax

## APPLICANT:

Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

Applicant's Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Property Owners Phone Number: \_\_\_\_\_

## SIGN DESCRIPTION:

- Awning/Canopy      Billboards      Directional/Menu      Electronic Message Display      Pole Sign
- Marquee      Monument Sign      Projecting Sign      Wall Signs\*      Window Sign

Descriptions of signs can be found in Section 15.10 of the Zoning Ordinance attached as part of this application:

**Property Use:**    Residential:    Commercial:    Industrial:    Governmental/Institutional:    Cultural:    Open Space:

Total Number of signs to be installed: \_\_\_\_\_      Total number of existing signs on premises and type: \_\_\_\_\_

### 1). Existing Signage

Please choose from sign description listed above

Location/Type	Area	Height
a _____	_____	_____
b _____	_____	_____
c _____	_____	_____

### 2). Proposed New or Altered Signage

Please choose from sign description listed above

Location/Type	Area	Height
d _____	_____	_____
e _____	_____	_____
f _____	_____	_____

A site plan or sketch (drawn to scale) as well as specifications, must be attached to this application and shall show the location (of new and proposed signage), dimensions, materials, installation detail and electrical requirements for the installation. A Plat of survey will also be attached for all freestanding and monument signage. If other sign are located on the property these shall be indicated on the site plan. All overhead utility wiring must be included on the drawing if they are within 30 feet of any pole signage.

The application cannot be accepted nor processed without the required attachments. Photographs of the property are helpful and may be submitted with the application as additional reference materials.

**\*Wall signs**, when proposed in multi-tenant structures, shall adhere to the provisions of Section 15.10 (1) 2 c. of the Maywood Zoning Ordinance and shall be accompanied by a master sign plan, approved and authorized by the structures' owner and shall contain the signage general: size, height location and construction, which shall be followed by all tenants within the structure.

**Applicants Certification**

The applicant's signature below indicates that the information contained in this application and any accompanying documents is true and correct to the best of the applicant's knowledge. The applicant also agrees to construct the sign(s) in compliance with all provisions of the Zoning Ordinance and the Building Code Ordinance of the Village, and the amendments thereto. If the applicant is not the property owner, the applicant certifies that the owner's consent was obtained for this application. This application and any accompanying documents are considered attachments to the "Department of Community Development Application for Building Permit," for building and Zoning Reviews.

Signature of Applicant/Date:

Signature of Property Owner

\_\_\_\_\_

\_\_\_\_\_

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

**OFFICE USE ONLY**

- Approved
- Denied

Reviewer's comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Review & Permit fees to be assessed for each new sign:**

Non- Illuminated:..... \$35.00 plus \$0.25 per sq. ft.  
Illuminated:..... \$50.00 plus \$0.25 per sq. ft.  
Electrical Permit:..... \$15.00 plus \$5:00 per circuit over three (3) circuits

Type of Signs:\_\_\_\_\_ Number of signs:\_\_\_\_\_ Sq. Footage: \_\_\_\_\_

\_\_\_\_\_  
Review's Signature

\_\_\_\_\_  
Date

Total Fees to be Collected: \_\_\_\_\_

**This application shall not be used for temporary signs as identified under section 15.8 (A and B).**