



CITY OF COLUMBIA TEMPORARY SIGN PERMIT APPLICATION GUIDELINES & INSTRUCTIONS

Temporary Sign Permit Application Requirements Check List

Applications will not be accepted unless all of the following have been submitted.

- ▶ Submit the following COMPLETED applications/forms & site plans to the Building & Zoning Office:
 - Sign Permit Application
 - Site Plan
 - Include a site plan/sign location plan. Indicate exact location on property of where sign or banner will be displayed (including street names/ intersection).
 - Picture of Sign/Banner
 - Include a sketch or picture of proposed sign or banner

- I have submitted ALL of the above information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned to me via email/mail at the address provided.

Sign and return this page with your application
Permit Holder Signature _____ Date _____

Temporary Banners

Please note, temporary banners are allowed to be displayed fourteen (14) days prior to the event, and must be taken down within three (3) days after the event. Total size of banner must not exceed 16 square feet. There is a \$5.50 fee for a temporary banner; no fee for non-profit groups. ***NOTE: Banners are NOT permitted on City property or right-of-way, including the corner of N. Main & Route 3 (near gas station) or at the corner of S. Main & Route 3 (near old school house) and shall only be permitted on private property.***

Review Process

- ▶ After submitting all completed forms and required documents, the proposed sign/banner is:
 - Reviewed by the building official for compliance to the City of Columbia Sign Code.
- ▶ If all requirements are met, permit is approved.
- ▶ Applicant will be informed by City staff of permit status. If approved, you can pick up the approved permit upon fee payment at the City Clerk's Office.
- ▶ Temporary sign/banner may be put up.

SIGN FAQ's

Where can I find the municipal code for signs?

Visit our website <https://www.columbiaillinois.com/9/Municipal-Code>. You can find the sign in our municipal code under, Title 15 Buildings and Construction > Chapter 15.44 Sign Code.

I am a sign company submitting a permit what do I need to know?

It is very important you review our sign code and ensure you have everything completed properly, not having a clear understanding of the City's sign code restrictions can delay the permit process.

Where can I find a map of my property and what do I need to put on it?

You can review your property by going to

<https://monroecountyil.maps.arcgis.com/home/index.html> and choosing the Parcel Viewer, you can put in address and use provided information as a reference for creating your site. Other areas of reference could be the following:

- Boundary Survey
- Site Survey
- Subdivision Plats
- Development Plans



TEMPORARY SIGN PERMIT APPLICATION

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 105

See Attached Guidelines & Instructions. Visit www.columbiaininois.com for more details.

THIS BOX STAFF USE

Application #		Permit #			
Fee Amount:	Credit Card	Check #		Cash	

A. Location of Sign/Banner

Address: _____
 Zoning District: _____ Lot #: _____ Lot Size: _____

B. Permit Holder

Banner Sign Contractor or Installer _____
 Address: _____
 Email: _____ Cell Phone #: _____
 Project Manager: _____
 Email: _____ Cell Phone #: _____

C. Property Owner / Authorized Owner Agent Information

Name: _____
 Address: _____
 Email: _____ Phone #: _____

E. Sign Details

Size (measurement) of Temporary Sign/Banner

Height: _____ X Width: _____ = Total Sign Area: _____ s. f.

Type of Temporary Sign

Wall Mounted Banner	Electronic Message Center
Ground Mounted Banner	Yard Sign
Balloon	Other:

Temporary Sign/Banner Event Type and Dates

Public Private (15.44.165 a&b)
 Date sign/banner to be: Put Up - _____ Taken Down - _____

Banners must not exceed 16 square feet. Banners are allowed to be displayed fourteen (14) days prior to the event, and must be taken down within three (3) days after the event. There is a \$5.50 fee for a temporary banner; no fee for non-profit groups. *NOTE: Banners are NOT permitted on City property or any right-of-way, including the corner of N. Main & Route 3 (near gas station) or at the corner of S. Main & Route 3 (near old school house) and shall only be permitted on private property.*

I. Disclosure & Signatures	
<p>The information submitted with this application may be used by the City of Columbia and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances and codes of this jurisdiction, including those adopted by the City of Columbia. I understand the City assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and other documents.</p> <p>The plans and specifications submitted with this application are 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 a violation of the sign regulations.</p>	
<p>Permit Holder – Contractor Signature _____</p>	<p>Date _____</p>
<p>Property Owner _____</p>	<p>Date _____</p>

<p>Comments:</p>

<i>Approved</i>		<i>Denied</i>		<p style="text-align: center; margin: 0;">_____</p> <p style="text-align: center; margin: 0;"><i>Building Official</i> <i>Date</i></p>
-----------------	--	---------------	--	---

ALL TEMPORARY SIGNAGE

A sketch or picture of proposed sign or banner must be Included with this application before a sign permit will be issued. (Photo copy from your sign company will be accepted.)

