

Village of Morton Zoning & Code Enforcement Department

120 N. Main St., Morton, IL 61550

Phone: (309)266-5361 Fax: (309)266-5508 Email: bmarks@morton-il.gov

SUBMITTAL REQUIREMENTS FOR A SIGN BUILDING PERMIT

Sign regulations can be found in Title 10, Chapter 9 of the Morton Municipal Code at www.morton-il.gov

The following will be required before a sign permit will be issued by the Village of Morton

- A completed Sign Permitting Form.
- One copy of a site plan showing the lot, the proposed sign location on the building or on the lot if the sign is freestanding, and the sign's distance from all lot lines and Right-of-Way, buildings, and parking areas.
- Signs with footings require one copy of engineer stamped construction plans showing the method of support and attachment to the building or ground, the method or illumination, and the lighting intensity. Include a sketch showing the sign face, exposed surfaces, proposed message, and, if the sign is to be attached to a building, the sign on the façade of the building. Drawings shall be to scale (1/4"=1' minimum). Allow a one-day review period in this particular case.
- A sign permit fee in the amount of \$50.00. The sign permit fee is reduced to \$25.00 for applicants located within the Enterprise Zone.
- An electrical permit is required in conjunction with the sign building permit. The sign electrical permit fee is \$100.00.

Signature of Applicant: _____

Date: _____

By my signature, I acknowledge I have read the requirements listed above, have completed all pages of this permit application, and have provided any additional documentation and fees required.

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SIGN PERMITTING FORM

PROPERTY OWNER: _____	Email: _____
Address: _____	Phone: _____

GENERAL CONTRACTOR: _____ <small>IF OWNER MARK "SELF"</small>	Email: _____
Address: _____	Phone: _____

ELECTRICAL CONTRACTOR: _____ <small>IF APPLICABLE</small>	Email: _____
Address: _____	Phone: _____

SITE INFORMATION

NOTE: Meeting the correct setbacks from the property line is the responsibility of the owner/applicant

Site Address or Parcel Number _____

Setback from Front Property Line _____

Setback from Rear Property Line _____

Setback from Side Property Lines _____ & _____

PROJECT INFORMATION

Estimated Cost of Construction: \$ _____

A SITE PLAN DRAWN TO SCALE CONTAINING THE FOLLOWING IS REQUIRED			
• Illumination Method	• Lighting Intensity	• Sign Location	• Direction of Sign Faces
• Exposed Surfaces	• Proposed Message(s)	• Sign Structural Support	• Ground of Building Attachment Method

SIGN TYPE: On premise sign Multi-family building ID sign Permanent

Subdivision ID sign Other: _____

SIGN STYLE: Free standing Wall sign (attached to building, **MUST** include the total area of wall to be used on the site plan)

SIGN FACE DIMENSIONS: **TOTAL SIGN FACE AREA:** **SIGN HEIGHT:** **TOTAL WALL FACE AREA:**
Width _____ ft _____ in _____ sq. ft _____ ft _____ in _____ sq. ft
Length _____ ft _____ in