

Department of Planning and Development
McHenry County Government Center - Administration Building

2200 North Seminary Avenue
Woodstock, Illinois 60098



815 334-4560 Fax 815 337-3720
www.co.mchenry.il.us

**SIGN CONSTRUCTION
SUBMITTAL CHECKLIST**

- 1) A completed Sign Permit Application.
- 2) A Site Plan showing lot dimensions, structures, existing signs and the proposed sign with setbacks. **YOU MAY USE A COPY OF THE PLAT OF SURVEY.**
- 3) A Current Plat of Survey.
- 4) ONE (1) BLUEPRINT OR INK DRAWING OF THE PLANS AND SPECIFICATIONS OF THE SIGN TO BE ERECTED OR AFFIXED AND THE METHOD OF CONSTRUCTION AND ATTACHMENT TO A BUILDING OR PLACEMENT IN THE GROUND. SUCH PLANS AND SPECIFICATIONS SHALL INCLUDE DETAILS OF DIMENSIONS, MATERIALS, COLOR AND WEIGHT. (see Article 8 of the McHenry County Sign Ordinance) PLANS OF THIS NATURE SHALL NOT BE REQUIRED FOR TEMPORARY SIGN PERMITS.
- 5) **OFF-PREMISE SIGNS CONSTRUCTED ALONG STATE HIGHWAYS MAY REQUIRE A STATE PERMIT**
- 6) A culvert certificate or permit from the appropriate road district will be required for ALL permits excepting over the counter permits. [IDOT for state highway's, MCDOT for county highway's or Township Road Commissioner for township roads]
- 7) Completed Stormwater Management Permit Application.
- 8) **A nonrefundable Review Fee must be paid at the time of application. Cash, Check or Credit Card.**
 - **SUCH OTHER INFORMATION AS THE CODE ENFORCEMENT OFFICER SHALL REQUIRE TO DETERMINE FULL COMPLIANCE WITH THIS AND OTHER APPLICABLE ORDINANCES OF THE COUNTY.**

*****NOTE*****

Setback/Foundation, Electrical and Final Inspections are required

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SIGN PERMIT APPLICATION

OWNER OF PROPERTY:

NAME

ADDRESS

CITY ST

ZIP PHONE

OWNER OF SIGN:

NAME

ADDRESS

CITY ST

ZIP PHONE

FOR OFFICE USE ONLY

ZONING PERMIT NUMBER

TOWNSHIP

SEC. TWP. RANGE

CONTRACTOR:;

NAME

ADDRESS

CITY ST

ZIP PHONE

Address of Site for Proposed Sign: P.I.N.

MAIL PERMIT TO: OWNER OF PROPERTY OWNER OF SIGN CONTRACTOR PICK-UP

APPLICATION IS HEREBY MADE FOR A PERMIT TO:

ERECT A NEW SIGN ADD TO EXISTING SIGN REPAIR EXISTING SIGN

TYPE OF SIGN: FREE STANDING WALL MONUMENT ILLUMINATION: YES NO

SINGLE FACE DOUBLE FACE TOTAL SQUARE FOOTAGE OF PROPOSED SIGN

HEIGHT FROM GRADE TO TOP OF SIGN INC. FRAME..... HEIGHT FROM GRADE TO BOTTOM OF SIGN INC. FRAME.....

OF EXISTING FREESTANDING SIGNS ON THE PROPERTY # OF EXISTING WALL SIGNS ON THE PROPERTY

TOTAL SQUARE FEET OF EXISTING SIGNS LOCATED ON P.I.Q.

INFORMATION CERTIFICATION

**THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND
CORRECT AND THAT ALL WORK DONE UNDER THE PROPOSED PERMIT WILL CONFORM TO THE
REQUIREMENTS OF THE MCHENRY COUNTY SIGN ORDINANCE .**

**NOTE: FRAUDULANT MISREPRESENTATIONS ON THE APPLICATION MAY RESULT IN FORFEITURE OF ANY PERMIT ISSUED BY
MCHENRY COUNTY PURSUANT TO A REVIEW OF THE APPLICATION**

.....
SIGNATURE OF OWNER

.....
DATE

.....
SIGNATURE OF AGENT

.....
DATE

PLEASE CONTACT THIS OFFICE WHEN THE SIGN IS COMPLETE AND READY FOR INSPECTION

DO NOT WRITE BELOW THIS LINE

PERMIT FEE

SERVICE FEE

MISC. FEE ISSUED BY

TOTAL FEE DATE

1. FOOTINGS/SETBACKS

2. ELECTRICAL SERVICE

3. FINAL INSPECTION

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STORMWATER MANAGEMENT PERMIT APPLICATION

Application Date: _____

Building Permit No.: _____

Owner Name: _____

Property Address: _____

Address: _____

Parcel Number: _____ - _____ - _____ - _____

Contact Phone No.: _____

Township: _____

Pick up Mail Fax

Incorporated Unincorporated

APPLICANT'S SIGNATURE _____ DATE _____

-----OFFICE USE ONLY-----

COMMUNITY : UNINCORP. _____ INCORP. _____ STORMWATER MANAGEMENT FEE: _____

STATUS : CERTIFIED _____ NON CERT. _____ PAYMENT AMT.: _____ DATE: _____

DEVELOPMENT CLASSIFICATION:

MINOR INTERMEDIATE MAJOR SPECIAL FLOOD HAZARD
 PUBLIC ROAD NO STORMWATER MANAGEMENT PERMIT REQUIRED

REGULATED DEVELOPMENT:

SFHA 5000 SF IMPERVIOUS 5000 SF HYDROLOGIC DISTURBANCE
 RUNOFF DIRECTION CHANGE 500 SF DISTURBANCE WITHIN 25' OF WATER BODY
 100 CY OF CUT AND/OR FILL WETLAND IMPACT NO SMO PERMIT REQ'D

FLOOD HAZARD CHECK:

FIRM #: 17111C _____ J U.S.G.S. HA MAP: _____ WETLAND MAP: _____

OUT OF SFHA & WETLANDS PORTION OF PROPERTY IN SFHA OR WETLANDS
 ENTIRE PROPERTY IN SFHA OR WETLANDS ADDITIONAL DATA REQUIRED (SEE COMMENTS)

ADDITIONAL PERMITS:

DNR/OWR PERMIT REQUIRED USACE PERMIT REQUIRED
 LOCAL/STATE/FEDERAL PERMIT REQUIRED OTHER _____

COMMENTS: _____

_____ Site topography was not provided with the application. It is our understanding that there are no current drainage problems in the vicinity of the project area and that the final grading of the project will follow the existing grade of the land. If this is not the case, our office should be notified immediately. Subject to this understanding, a stormwater management permit is not required for this project.

Date Received: _____ Date Completed/Forwarded: _____ By: _____

ReCheck Date: _____ Comments: _____

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NORTH

SIGN PERMIT APPLICATION SITE PLAN

PLAN OF SURVEY ATTACHED? YES _____ NO _____

PERMIT # _____

[Large empty rectangular box for drawing]

PROVIDE AN ACCURATE DRAWING OF THE LOT OR PARCEL DIMENSIONS, LOCATION OF BUILDINGS, EXISTING SIGNS AS WELL AS PROPOSED SIGN AND SETBACKS

INFORMATION CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION ON THIS DRAWING IS TRUE AND CORRECT AND THAT ALL WORK DONE UNDER THIS PERMIT WILL CONFORM TO THE REQUIREMENTS OF THE MCHENRY COUNTY SIGN ORDINANCE

.....
SIGNATURE OF OWNER DATE

.....
SIGNATURE OF AGENT DATE

REFER TO ATRICLE 8 OF SIGN ORDINANCE