

**VILLAGE OF DAVIS JUNCTION**  
**TEMPORARY SIGN PERMIT APPLICATION**

Address of Sign: \_\_\_\_\_

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

Contact Name &amp; Phone Number at Business: \_\_\_\_\_

**Property Owner Information:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Contractor Information (if applicable):**

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Sign Information:**Type of Sign: ☐ *Banner* ☐ *Other* \_\_\_\_\_

Description of sign: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Size in Square Feet: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Does sign contain any electric? ☐ *No* ☐ *Yes* (If yes, an electrical inspection is required)Placement of sign: ☐ *Attached to the building* ☐ *Secured to the ground*

Dates to be displayed: \_\_\_\_\_

## Important Information to Applicants, Property Owners and Sign Companies:

- Applications will NOT be accepted without all required supporting documents.
- Required supporting documents:
  - ❖ Rendering of the sign;
  - ❖ Location drawing showing roadways, parking lots, buildings and location of sign including setbacks from the front property line.
- Temporary external signs shall be permitted for promotions of special community activities, special business or commercial events such as grand openings or sales, or extraordinary activities of non-profit organizations.
- Temporary signs may be displayed for a minimum of three (3) days and a maximum of fourteen (14) days at a time and for a total of not more than sixty (60) days per calendar year.
- Signs must be in compliance with the size specifications set forth in the Zoning Code.
- No more than one (1) temporary sign shall be permitted on a zoning lot at any one time (except zoning lots that front two or more streets which may have one such sign for each frontage).
- No signs shall be located in the public right-of-way, or affixed to or upon public property on the public right-of-way.
- Temporary signs must be placed so as not to conflict with the requirements of Chapter 12 of the Zoning Code or create a potentially dangerous situation.

## Required Signatures:

The undersigned agrees that the proposed sign, described in this application, for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the Village of Davis Junction Municipal Code and Zoning Code applicable thereto in force when construction is commenced and further agrees that in the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions or regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

Signature of Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different than above)

Please return this Application and all supporting documents to: Village of Davis Junction, 106 North Elm Street, PO Box 207, Davis Junction, Illinois 61020. Office (815) 645-8000; Fax (815) 645-8055.

### **Internal Use Only:**

Application Received Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Permit issued Initials: \_\_\_\_\_ Date: \_\_\_\_\_