

### City of Rockford, Illinois

Community & Economic Development Department  
Construction and Development Services  
425 East State Street, Rockford, IL 61104  
Phone: (815) 987-5550 Fax: (815) 967-4243 TDD (815) 987-5718  
Web: www.rockfordil.gov



Zoning Clearance #:

## TEMPORARY LIGHT POLE PERMIT

- **The applicant is to furnish all of the requested information**
- **The applicant shall submit a plot plan showing the property dimensions, location of all existing buildings and fences and proposed dumpster enclosure on the reverse side of this application, or on an attached sheet drawn to scale (Scale shall be: 1" =20' - 0")**
- **The applicant shall submit all proposed sign elevations**

1. Date of Application: \_\_\_\_\_
2. Address of proposed sign location: \_\_\_\_\_
3. Name of business to be advertised: \_\_\_\_\_
4. Name of business owner: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Sign Contractor: \_\_\_\_\_

\_\_\_\_\_  
 (Address) (City) (State) (Zip)  
 License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

6. How many signs per light pole? \_\_\_\_\_
7. How many signs total? \_\_\_\_\_
8. Does the property have a billboard? Yes or No (Please circle your answer)
9. Installation: How are signs to be mounted? \_\_\_\_\_
10. Sign **SIZE**: Width: \_\_\_\_\_ (x) Length: \_\_\_\_\_ (=) AREA \_\_\_\_\_ Square Feet
11. Sign **HEIGHT**: From grade to TOP of sign? \_\_\_\_\_ feet - \_\_\_\_\_ inches.  
 From grade to BOTTOM of sign? \_\_\_\_\_ feet - \_\_\_\_\_ inches.
12. What is the total height of light pole? \_\_\_\_\_
13. Date to be erected? \_\_\_\_\_; Date to be removed? \_\_\_\_\_

\* **Light poles signs shall not advertise the name of the business on the property but shall only identify services provided, but not including brand name identification except for brand name identification for new passenger vehicle sales.**

\* **Proposed Temporary Signs shall be erected in compliance with Chapter 3 of the Rockford Municipal Code.**

**\*\*\*ADDITIONAL PROVISIONS \*\*\***

- \* Signs are to be maintained in good condition free of tears, rips, fraying or fading.
- \* No more than two (2) temporary signs are permitted on any light pole and each sign may not exceed fifteen (15) square feet in area.
- \* Signs may not exceed thirty feet (30') in height on a light pole.
- \* Signs may only be located in Commercial or Industrial Districts.
- \* There shall be no more than 30 signs on any lot and there shall be no more than one sign for every 30 parking spaces.
- \* Permit may be approved for up to 365 days and maybe renewed if provisions are maintained.

Failure to comply with provisions of the Ordinance is punishable by a fine of \$10 to \$500 for each day that the violation or non-compliance exists. In addition staff may ask for signs to be removed.

Any misrepresentation or inaccuracy of facts contained on this form will result in this permit being declared null and void, and will require removal of the signs at the expense of the owner or applicant.

The applicant's signature below indicates the information contained in this application and on any accompanying documents is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit fees, a drawing or picture of the proposed sign and a site plan must be submitted with this application.

**FOR PLANNING OFFICE USE ONLY**

Zoning District: \_\_\_\_\_ Zoning Clearance No.: \_\_\_\_\_

Zoning Staff Comments: \_\_\_\_\_  
\_\_\_\_\_

Zoning Clearance issued by: \_\_\_\_\_ Date: \_\_\_\_\_

TEMPORARY LIGHT POLE SIGN PERMIT FEE IS \$30.00/Invoice Number: \_\_\_\_\_

Sign Inspection Date: \_\_\_\_\_ By: \_\_\_\_\_ Compliance: YES / NO