



Type I Review

Fee: \$252.00 | File No. _____
+42.00 Each additional sign (Fees include a 5% technology charge).

SIGN PERMIT APPLICATION

*Regulated by Dundee Municipal Code 17.306

1) Property and Project Description:

Please Check: New Sign Replacement Repair
 Non-Residential Residential Multi-Family Temporary Business

Site Address: _____

Zoning: _____ Lot Size: _____

Lot Frontage Length: _____ Building Frontage Length: _____

Brief Description of Work _____

2) Applicant Information:

A) Business Name: _____

Owner: _____

Mailing Address: _____

Phone: _____ Email: _____

B) Sign Company: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

C) Contractor/Installer: _____

Mailing Address: _____

Phone: _____ Email: _____

CCB# _____ Exp # _____

3) Proposed Signage

A) Number of Proposed Signs: _____ Type (check all that apply): Free-Standing Wall Sign Roof Sign

B) Sign #1: Location: _____

Size of Sign Face: (Square footage of one side.)	Height: (From ground to top of sign.)	Setback: (From property line to sign.)	Lighting Style and Wattage:
			<input type="checkbox"/> Indirect <input type="checkbox"/> Internal Wattage:

All signs must incorporate at least two (2) of the design elements listed, except signs with internally illuminated faces must include at least three (3) of the design elements.

Check all that apply:

- The sign primarily includes raised or engraved individual letters or graphics on the background wall or sign face (raised or engraved depth at least one half inch). Letters made from neon tube lighting are one type of raised letters.
- The outline or top of the sign frame (or the letters and graphics if no frame) is predominantly curved or non-rectangular.
- The sign incorporates stone, masonry, sculpted metal, wrought iron, or natural wood as a frame or background (not plywood, particle board, or other wood composite).
- Indirectly illuminated or non-illuminated.
- If internally illuminated then no more than 50% of the face is light-colored.
- Freestanding sign is no more than 6-feet tall.
- For wall signs, total sign area is at least 20% below maximum allowed on that building frontage. For freestanding signs, sign area is at least 20% below the total area allowed for that sign.
- Installing only one freestanding sign on a lot that qualifies for two or more freestanding signs.

A sketch drawn to scale showing the design, location, height, area, and type, shielding, and wattage of illumination must be attached to this application.

C) Sign #2 Location: _____

Size of Sign Face (Square footage of one side.)	Height (From ground to top of sign.)	Setback (From property line to sign.)	Lighting Style and Wattage
			<input type="checkbox"/> Indirect <input type="checkbox"/> Internal Wattage:

All signs must incorporate at least two (2) of the design elements listed, except signs with internally illuminated faces must include at least three (3) of the design elements.

Check all that apply:

- The sign primarily includes raised or engraved individual letters or graphics on the background wall or sign face (raised or engraved depth at least one half inch). Letters made from neon tube lighting are one type of raised letters.
- The outline or top of the sign frame (or the letters and graphics if no frame) is predominantly curved or non-rectangular.
- The sign incorporates stone, masonry, sculpted metal, wrought iron, or natural wood as a frame or background (not plywood, particle board, or other wood composite).
- Indirectly illuminated or non-illuminated.
- If internally illuminated then no more than 50% of the face is light-colored.
- Freestanding sign is no more than 6-feet tall.
- For wall signs, total sign area is at least 20% below maximum allowed on that building frontage. For freestanding signs, sign area is at least 20% below the total area allowed for that sign.
- Installing only one freestanding sign on a lot that qualifies for two or more freestanding signs.

A sketch drawn to scale showing the design, location, height, area, and type, shielding, and wattage of illumination must be attached to this application.

4) Existing Signage to Remain on Property (section must be completed)

A) Number of Existing Signs: _____ Type (check all that apply): Free-Standing Wall Sign Roof Sign

B) IF, there are no existing signs, please sign attesting to that fact: _____

C) Sign #1: Location: _____

Size of Sign Face: (Square footage of one side.)	Height: (From ground to top of sign.)	Setback: (From property line to sign.)	Lighting Style and Wattage:
			<input type="checkbox"/> Indirect <input type="checkbox"/> Internal Wattage:

A sketch drawn to scale showing the location and size of all existing signs on site must be attached to this application.

D) Sign #2: Location: _____

Size of Sign Face (Square footage of one side.)	Height (From ground to top of sign.)	Setback (From property line to sign.)	Lighting Style and Wattage
			<input type="checkbox"/> Indirect <input type="checkbox"/> Internal Wattage:

A sketch drawn to scale showing the location and size of all existing signs on site must be attached to this application.

(If there are additional signs, please attach a separate piece of paper with the above information for each.)

This application must be submitted with the following:

- Permit fee;
- Structural building permit application;
- Two sets of detail drawings (which may require engineering calculations);
- A site plan with property lines, right-of-way, and the sign location clearly marked in relation to both;

I hereby state that I have read and understand this application and the information provided is correct:

Applicant's Signature _____ Date _____

Property Owner's Signature _____ Date _____

(If property owner is unavailable to sign, a letter in lieu of may be submitted.)