



Fee: \$250

APPLICATION FOR SIGN PACKAGE

The specific intent of this procedure is to provide a process to evaluate the number, size, location, height, and design of signage within a project on a comprehensive basis to ensure that it is installed as a consistent, integrated component of the development. A sign package is required for review by the Planning Commission for:

- 1.) Attached tenant identification signs on multiple-story buildings containing multiple businesses or tenants on or above the floor plate of the second floor and for freestanding identifications sign facing limited access highways if the property has more than two existing attached signs; and
- 2.) For pylon/pole, back-lit, neon, scrolling LED and digital reader board signs, wall signs, awning signs, canopy signs, blade or projecting signs, and for ground/monument signs for a public/civic use, business centers or residential complexes in the Uptown Collinsville District.

Sign packages are also an available voluntary option for projects with multiple buildings or tenants, unique circumstances such as poor visibility or irregularly shaped sites, or when a uniquely creative approach to signage design is proposed.

I. APPLICANT INFORMATION

Name of Business/Entity Identified by Sign: _____

Street Address(es): _____

Locator Number(s): _____

Total Acreage: _____ Frontage Street(s): _____

Primary Contact (Check (V) one): Property Owner Business Owner Sign Contractor

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor's Office:

Property Owner: _____ Telephone/Email: _____

Address: _____

City: _____ State: _____ Zip: _____

(Attach additional sheets as necessary)

Business Owner: _____ Telephone/Email: _____

Interest in Project: Contract Purchaser Lessee Other (Specify): _____

Address: _____

City: _____ State: _____ Zip: _____

Contractor/Designer: _____ Telephone/Email: _____

Interest in Project: Contract Purchaser Lessee Other (Specify): _____

Address: _____

City: _____ State: _____ Zip: _____

II. SUBMITTAL REQUIREMENTS

- 1.) A site and/or key plan delineating the location, height, and size of all *existing and proposed* signs;
- 2.) Photographs, scaled illustrations, or renderings delineating the dimensions, area, construction materials, colors, illumination source, verbiage and graphics of all *existing and proposed* signs;
- 3.) Proposed landscaping for free-standing signs
- 4.) A narrative, calculations, or any other materials or evidence as may be required to demonstrate compliance with the review criteria; and
- 5.) Filing and review fees as established by the City Council.

2026 PLANNING COMMISSION CALENDAR

FILING DEADLINE (5:00PM)	MEETING DATE (6:30PM)
DECEMBER 1, 2025	JANUARY 8, 2026
JANUARY 1, 2026	FEBRUARY 12, 2026
FEBRUARY 1, 2026	MARCH 12, 2026
MARCH 1, 2026	APRIL 9, 2026
APRIL 1, 2026	MAY 14, 2026
MAY 1, 2026	JUNE 11, 2026
JUNE 1, 2026	JULY 9, 2026
JULY 1, 2026	AUGUST 13, 2026
AUGUST 1, 2026	SEPTEMBER 10, 2026
SEPTEMBER 1, 2026	OCTOBER 8, 2026
OCTOBER 1, 2026	NOVEMBER 12, 2026
NOVEMBER 1, 2026	DECEMBER 10, 2026

** Please note that applications will not be scheduled for public hearing until the Director of Community Development determines the submittal is complete and sufficient for Planning Commission review.*

APPLICATION PROCEDURE

- 1) Prior to submitting an application the applicant is urged to meet with the Community Development Director to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines.
- 2) The Planning Commission may approve, approve with modifications/conditions, or deny the proposed sign package.
- 3) Following approval, an application for each proposed sign, with appropriate fees, must be submitted for review by the Chief Building Official. A \$100 credit will be applied to such application.

Note: Amendments to any portion of an approved sign package requires a new application to the Planning Commission for their review and approval.