



Anthony Copeland
Mayor

Planning & Economic Business Development
City of East Chicago, City Hall
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2018 SIGN APPLICATION

Today's Date: _____

| | |
|------------------------------|--|
| Applicant Name: _____ | <input type="checkbox"/> Cell _____ |
| Address: _____ | <input type="checkbox"/> Business _____ |
| City, State, Zip Code: _____ | <input type="checkbox"/> Home Phone: _____ |
| | <input type="checkbox"/> Email: _____ |

BUSINESS INFORMATION:

Check all that apply: Sign _____ Banner: _____ / New: _____ Replace Existing: _____

Exact title to be displayed on Sign:

Business/Property Address: _____

Existing Use of Property: _____

Proposed Use of Property *if Changed from Existing*:

SIGN CONTRACTOR:

Contact Person: _____

Address: _____

City, State, Zip Code: _____

Tele: _____

***NOTE: All contractors should have a valid business license to do work in East Chicago.**

REQUIRED ATTACHMENTS:

Sign Estimate: \$ _____

Proof of company Services (*Check one*)

- Estimate
- Quote
- Invoice

Picture Sample with measurements: _____

DEPARTMENTAL USE

Date Received: _____ Initials of Receiver: _____

Existing Zoning: _____

Proposed Zoning; if Applicable: _____

Sign Conforms to Ordinance: () YES () NO

Sign Variance Needed: () YES () NO

VARIANCE INFORMATION

Staff Comments for Need for Variance: _____

BZA Hearing Date: _____ Hearing Fee \$ _____

Fee Received \$ _____

Final Determination by BZA: _____

BZA Attachments: () YES () NO

SIGN APPLICATION APPROVAL

PLEASE MAKE SURE THAT ALL APPROVED APPLICATIONS HAVE BEEN SCANNED.

Signature of Planning Staff: _____

Date of Application Approved: ____/____/____

UPON APPROVAL PLEASE PROCEED TO THE BUILDING DEPARTMENT TO COMPLETE FENCE PERMIT. IF THE SIGN EXTENDS INTO OR IS PLACED WITHIN ANY RIGHT-OF-WAY, THE APPLICANT MUST SEEK REVIEW BY THE ENGINEERING DEPARTMENT BEFORE PERMITTING.