PLANNING & ECONOMIC DEVELOPMENT

Planning and Economic Development
4525 Indianapolis Boulevard, City Hall Lower Level, East Chicago, Indiana 46312
Telephone: (219) 391-8205; Fax: (219) 391-8522; www.eastchicago.com

Anthony Copeland
Mayor

SIGN APPLICATION

(Solicitud de Letrero)

Date of Application *(Fecha de Solicitud)*: _____

Name of Applicant *(Nombre de Solicitante)*:
_____

☐ **Cell** *(Celular)*: _____

☐ **Business** *(Negocio)*: _____

Address
(Domicilio): _____

City, State, Zip Code
(Ciudad, Estado, Código Postal): _____

Email
(Correo Electronico): _____

BUSINESS INFORMATION *(INFORMACIÓN SOBRE EL NEGOCIO)*:

Check all that apply *(Marca lo qué aplique)*: ☐ **Sign** *(Letrero)* ☐ **Banner** *(Plancarta)* - temporary only 7 days (*temporal solo 7 dias*)
☐ **New** *(Nuevo)* ☐ **Replace Exisiting** *(Reemplazo del existente)*

Exact title to be displayed on Sign *(Titulo exacto que se mostrara en el letrero)*: _____

Business/Property Address (*Domicilio de el negocio)*: _____
Existing Use of Property *(El uso existente de la propiedad)*: _____
Proposed Use of Property if Changing from Existing *(Propuesto uso de la propiedad, si habrá combio del existente)*: _____
_____

SIGN CONTRACTOR *(CONTRATISTA DE EL LETERO)*:

Contact Person *(Persona de Contacto)*:
_____

Address *(Domicilio)*:
_____

City, State, Zip Code *(Ciudad, Estado, Código Postal)*:
_____

Telephone Number *(Telefono)*:
_____

Business Number *(Numero de Negocio)*
_____

REQUIRED ATTACHMENTS *(ARCHIVOS ADJUNTOS REQERIDOS)*:

Sign Estimate *(Estimado del letrero)*:
$ _____

Proof of Company Services (check one)
(Comprobante de servicio de la Compania, marque uno):
☐ **Estimate** *(Estimado)* ☐ **Quote** *(Cotizacion)* ☐ **Invoice** *(Factura)*

Exact measurements of Sign *(Medidas exactas del letrero)*
Square Footage: _____

Construction material to be used for sign: _____
(Material que sera usado para construir el letrero)

- **NOTE: Please include with your application, a picture of the sign including measurements** *(Porfavor incluya junto con su aplicación, una foto del letrero con las medidas)*
- **All contractors should have a valid business license to do work in East Chicago.**
  *(*Nota: Todos los contratisto deben tener una licencia comercial valida para trabajar en East Chicago.)*

Upon approval there is a $20.00 application fee to be paid by company check, money order or cashier's check to the *City of East Chicago* mailed to City of East Chicago Planning Department 4525 Indianapolis Blvd., East Chicago, IN 46312
(Una vez aprobada la solicitud, debe pagar un costo de $20.00 por la aplicacion mediante cheque de empresa, giro postal o cheque bancario a nombre de la Ciudad de East Chicago, y enviarlo por correo al Departamento de Planificacion de la Ciudad de East Chicago, 4525 Indianapolis Blvd., East Chicago, IN 46312.)

Applicant Signature *(Firma de Solicitante)* X_____

Print Name *(Su nombre en letra de molde)*: _____ **Date** *(Fecha)*: ____/____/____

DEPARTMENTAL USE *(Para uso departamental)*

Date Received: _____ Initials of Receiver: _____

Existing Zoning: _____ Application Fee Paid: ☐ YES ☐ NO

Proposed Zoning; if Applicable: _____ Check #: _____

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 of BZA: _____

_____

_____

_____

BZA Attachments: ☐ YES ☐ NO

SIGN APPLICATION APPROVAL

PLEASE MAKE SURE THAT ALL APPROVED APPLICATIONS HAVE BEEN SCANNED.

Signature of Planning Staff: _____

Date Application Approved: _____/_____/_____

UPON APPROVAL PLEASE PROCEED TO THE BUILDING DEPARTMENT TO COMPLETE SIGN 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.

(Tras la aprobacion, por favor, dirijase al "Building Department" Departamento de Construccion para completer el permiso de el letrero. Si el letrero se extiende o se coloca dentro de cualquier derecho de via, el solicitante debe pedir la revision de el letrero de el Departamento de Ingenieria antes de otorgar el permiso.)

Pending applications will be held for 90 days. After 90 days it will be considered "inactive".

(Las solicitudes pendientes se conservaran durante 90 dias. Despues de 90 dias, se considerara "inactivo")