



CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5400 Fax (573) 883-8105

Permit # _____

Sign Permit Application

PLEASE FILL OUT COMPLETELY

(03/2022)

Before submitting a sign permit application, speak with the Planning and Zoning Administrator to make certain your sign is allowed. Signs are regulated per Ste. Genevieve Zoning Ordinance, Section 405.205 – reference sub-section (F) Table Summary of Permitted Signs.

If your sign is allowed, Submit the following items to the Planning and Zoning Administrator for review:

1. **A completed sign permit application form.**
2. Certificate of Appropriateness Application (if located in the historic district)
3. Floodplain Permit (if located in the floodplain)
4. **Two complete** sets of **detailed plans** per the requirements below.

A **Site Plan** shall include the location of all property lines, set back distances, easements, utilities, adjacent streets, drainage facilities, north arrow.

The site plan shall also include any buildings and improvements on the property including other signs, fences and walls and the parking layout.

Sign drawings / images shall include, where applicable, **footing or pier detail, anchor detail**, drawing of the proposed sign with **dimensions**, what **material sign is made of** and **electrical plans** if lit. If sign is to be attached to a building, submit drawing of sign on building with correct dimensions and how the sign will be anchored to the building and the electrical plan if lit.

These plans shall completely detail compliance with the City of Ste. Genevieve Municipal Code adopting the following model codes: 2018 International Building Code, 2018 International Fire Code, 2018 International Existing Building Code & 2020 National Electrical Code in addition to all other applicable City of Ste. Genevieve Ordinances.

The submittal is subject to a minimum of ten (10) business days for review. **Plan Review will not begin before the completed sign permit application form is submitted.**

I have read the application and I fully comprehend the information I am required to submit for plan review.

Signature: _____ Date: _____

(03/2022)

CITY OF STE. GENEVIEVE

Sign Permit Application

Date: _____ Application Number: _____

Applicant's Name: _____ Phone: _____

Applicant's Address: _____

Owner's Name: _____ Phone: _____

Owner's Address: _____

Zoning District:

- | | |
|---------------------------------------|--------------------------------|
| _____ "A" Agricultural | _____ "C-1" General Commercial |
| _____ "R-1" Single Family Residential | _____ "C-2" Central Commercial |
| _____ "R-2" General Residential | _____ "C-3" Planned Commercial |
| _____ "MH" Mobile Home Park | _____ "I-1" Light Industrial |
| | _____ "I-2" Heavy Industrial |

Is property part of a designated historic district? _____ Yes _____ No

Date of Certificate of Appropriateness: _____

Does the property lie within a flood hazard area? _____ Yes _____ No Floodplain Development Permit: _____

Location of Sign: _____

Erect a Sign: _____ Relocate Sign: _____ Alter Sign: _____

Width: _____ Length: _____ Height: _____

Type of Sign: _____ Nameplate _____ Bulletin Board _____ Identification
 _____ Wall _____ Marquee _____ Other
 _____ Projecting _____ Free Standing

Will sign be illuminated? _____ Yes
 _____ No

Estimated Cost: _____

Certification: I hereby certify that all information contained in this application are true and accurate to the best of my knowledge and belief.

Signature

Date

Engineered Calculations Required: _____ Yes _____ No

Design Professional of Record: _____