



## APPLICATION FOR SIGN PERMIT

1. **A completed Sign Permit Application form.**
2. **Certificate of Appropriateness Application**, if located in the historic district
3. **One complete set of detailed plans** including a **Site Plan if the proposed sign will be detached from the building.**

A Site Plan shall be drawn to scale in accordance with an accurate boundary line survey showing 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.

### Detailed Plans-Information required:

- Type of sign (e.g. freestanding, pole, monument, wall, etc.) and general description of structural design and construction materials. If sign projects over pedestrian walkway, provide the height from the surface of the walkway to bottom of projecting sign.
  - Drawings of proposed sign containing specifications indicating height, perimeter, area, dimensions, type of lettering (size, font) proposed, colors proposed, illustrations proposed, means of support, method of illumination (if permitted), and other significant characteristics.
  - Where applicable (e.g. monument, pole) footing or pier detail, anchor detail and electrical plan.
  - Engineered calculations, signed and sealed by a design professional registered with the State of Missouri when a sign requiring a footing/foundations for its erection is proposed.
  - Written Consent of the owner or lessee of the property where the sign is to be erected is required.
4. Additional permits may be required, including variances, flood plain development, and certificate of appropriateness.

Prior to the sign permit authorization, a Certificate of Appropriateness must be secured if the proposed sign is to be located in the historic district.

If an authorized sign has not been erected or completed within 120 days of issuance of the permit, the sign permit shall be deemed expired.

If a sign becomes insecure, in danger of falling or is otherwise deemed unsafe by the Community Development Administrator, the sign is subject to removal at the expense of the owner.

CITY OF STE. GENEVIEVE

Sign Permit Application

Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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Zoning District:

- |  |   |
|--|---|
| <input type="checkbox"/> "A" Agricultural                | <input type="checkbox"/> "C-1" General Commercial |
| <input type="checkbox"/> "R-1" Single Family Residential | <input type="checkbox"/> "C-2" Central Commercial |
| <input type="checkbox"/> "R-2" General Residential       | <input type="checkbox"/> "C-3" Planned Commercial |
| <input type="checkbox"/> "MH" Mobile Home Park           | <input type="checkbox"/> "I-1" Light Industrial   |
|  | <input type="checkbox"/> "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: \_\_\_\_\_

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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

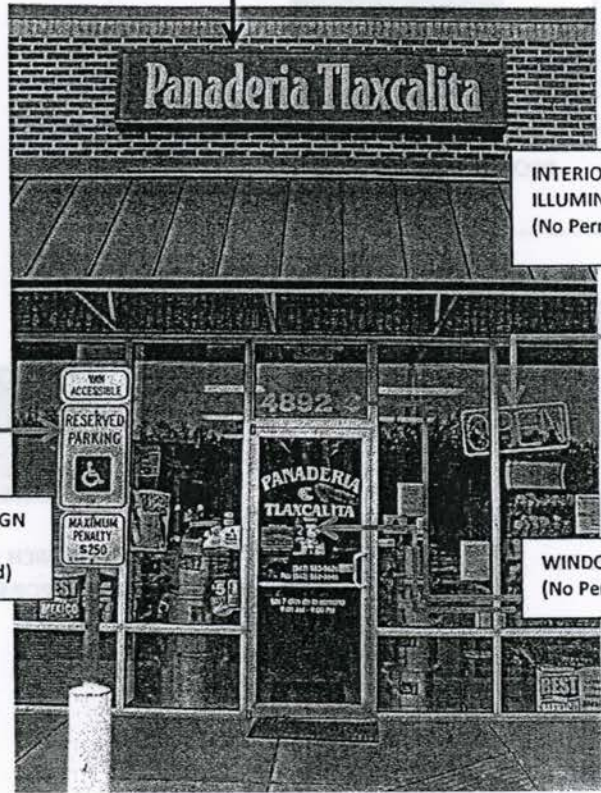
Design Professional of Record: \_\_\_\_\_





VINYL WINDOW LETTERING  
(No Permit Required)

INTERIOR WINDOW SIGN  
(No Permit Required)



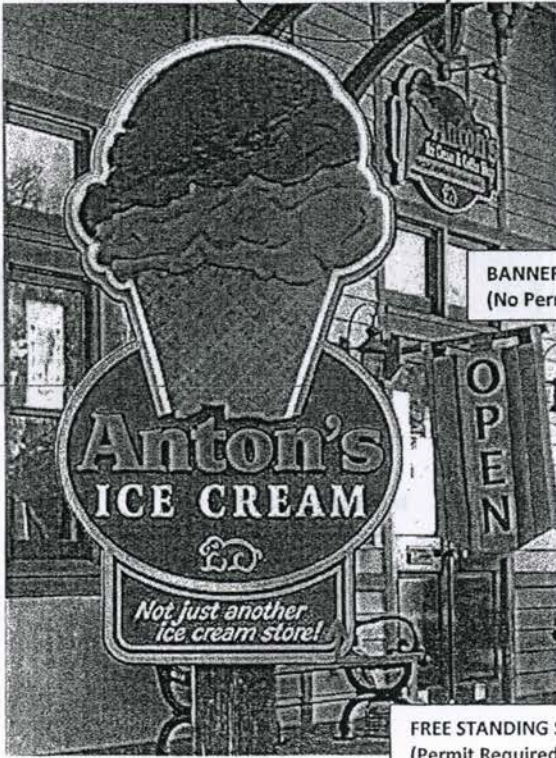
WALL SIGN  
(Permit Required)

INTERIOR WINDOW SIGN  
ILLUMINATED  
(No Permit Required)

INFORMATIONAL SIGN  
(GOVERNMENT  
(No Permit Required)

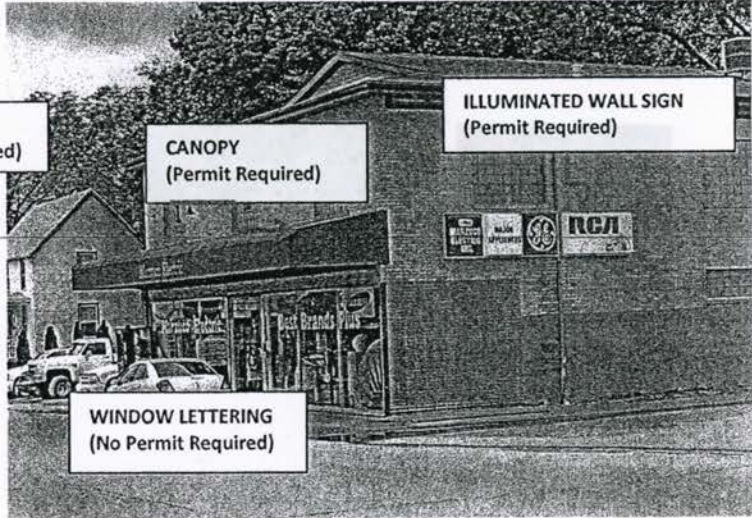
WINDOW LETTERING  
(No Permit Required)

WALL SIGN  
(Permit Required)



BANNER  
(No Permit Required)

FREE STANDING SIGN  
(Permit Required)



CANOPY  
(Permit Required)

ILLUMINATED WALL SIGN  
(Permit Required)

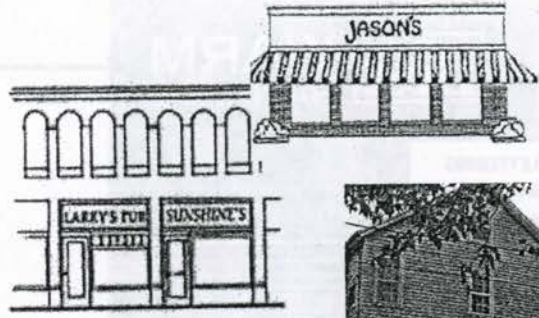
WINDOW LETTERING  
(No Permit Required)



SIGN TYPES - ILLUSTRATIONS



PROJECTING SIGN



WALL SIGN



TEMPORARY YARD SIGN

A-Frame/Sandwich Board Sign



A-FRAME/SANDWICH BOARD (PORTABLE, TEMPORARY)



CANOPY/AWNING



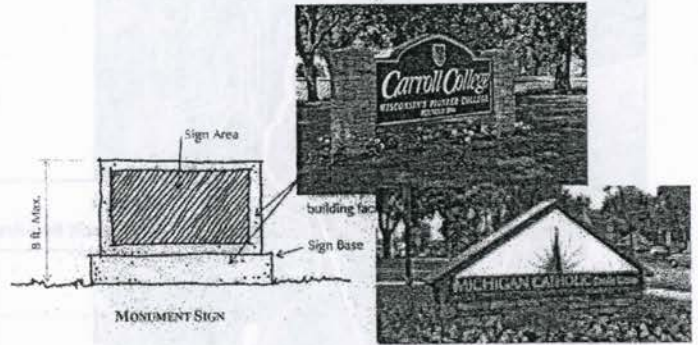
PORTABLE SIGN (TEMPORARY SIGN)



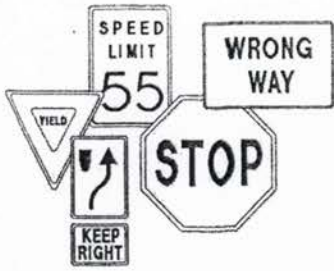
OFF-PREMISE SIGNS



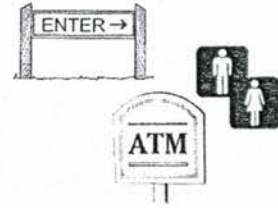
BILLBOARD (OFF-PREMISE SIGN)



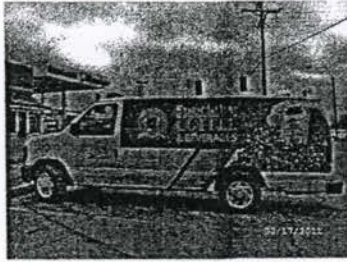
MONUMENT SIGNS



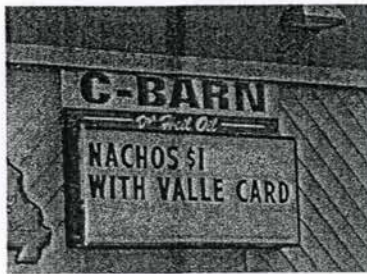
INFORMATION SIGN  
(GOVERNMENT)



INSTRUCTIONAL SIGNS



VEHICULAR SIGN



CHANGEABLE SIGN



WINDOW SIGN / VINYL LETTERING



MENU BOARD



POLE SIGN

