



CITY OF ST. JAMES

APPLICATION FOR A SIGN PERMIT

Name of Applicant: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Application Permit Fee (\$40.00): PAID _____ Initial by City Staff

Legal Description of Subject Property or PID: _____

Evidence of ownership or enforceable option: submitted not submitted

Current Zoning Designation of Property: _____

Provide a brief narrative description of the existing signage on-site and of the signage improvements proposed in this application (use a separate sheet of paper if needed): _____

Sketch Plan Submitted on: ____/____/____ Value of proposed work: _____

Information supplied was: complete incomplete _____ initialed by City Staff

Sketch Plan information to be provided:

1. North arrow and parcel boundaries drawn to scale (preferably 1"=100')
2. Location of existing buildings, their size, use, and setbacks from parcel boundary lines, existing signage on site, existing driveway locations, existing streets/roads on or immediately adjacent to the parcel, existing easements, power utility poles/underground utility lines on or serving the parcel, and existing parcel areas
3. Location of proposed signage, the type of signage carrier (freestanding, attached to building), the message display area, a description of any proposed lighting if external lighting sources are to be used, the location of the lighting source, and distances of all signage elements from parcel boundary lines;
4. A line drawing of the new sign, message display area, with dimensions
5. Identification of adjacent landowners