

CITY OF WASHINGTON, MISSOURI

Department of Planning and Engineering Services
405 Jefferson Street • Washington, Missouri 63090
636.390.1010 phone • 636.239.4649 fax

SIGN PERMIT APPLICATION

Date: \_\_\_\_\_ Permit # \_\_\_\_\_

Address of sign: \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision \_\_\_\_\_ PID# \_\_\_\_\_

Address: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant email address: \_\_\_\_\_

Business owner's name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Sign Company's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Company's Address: \_\_\_\_\_

Sign Message: \_\_\_\_\_

Type of Sign: Ground [ ] Pole [ ] Building [ ] Other [ ] Specify \_\_\_\_\_

Estimated Cost of Project: \$ \_\_\_\_\_

Size of Sign: Horizontally: \_\_\_\_\_ Vertically: \_\_\_\_\_ Total Area: \_\_\_\_\_ (Sq. Ft.)

Height of Sign: From grade to top of the sign: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Required Dimensions: Building face area: \_\_\_\_\_ (Sq. Ft.) Street Frontage: \_\_\_\_\_

Is the sign located in the Historic Preservation Design Review Area? [ ] Yes [ ] No

Does the sign include electric? [ ] Yes [ ] No

Does the sign include an electronic message display board? [ ] Yes [ ] No

If yes, please provide the manufacture's information pertaining to automatic day/night brightness adjustment.

Please submit the following for each sign permit application:

Two (2) drawings of sign plans including:

- Sign message
• Specifications of sign
• Method of construction and attachment to the building or ground
• Written consent of property owner(s)
• For electrical signs, submit electrical drawings
• Site plan showing where sign (pole/ground) will be on property. Include measurements to property lines.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_
[ ] SIGN: \$ \_\_\_\_\_ [ ] ELECTRIC: \$ \_\_\_\_\_ [ ] TOTAL: \_\_\_\_\_
DATE ISSUED: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_