



ST. CHARLES PARISH

Department of Planning and Zoning

P.O. Box 302 • Hahnville, Louisiana 70057

(985) 783-5060 • (985) 783-5000 • Fax (985) 783-6447

PERMIT APPLICATION SIGN PLACEMENT

SG

PERMIT #: _____ DATE REQUESTED: _____

RECEIPT #: _____ ZONING DISTRICT: _____

SIGN OWNER: _____ PHONE#: _____

MAILING ADDRESS: _____

PROPERTY OWNER (S): _____

ADDRESS: _____

PHONE #: _____

SIGN LOCATION ADDRESS: _____

SUBDIVISION: _____ LOT #: _____ SQ/BLK#: _____

SIGN DESCRIPTION

CHECK ONE: ON PREMISE OFF PREMISE
CHECK ONE: SINGLE FACE BACK TO BACK V-SHAPED
IF V-SHAPED, DEGREE OF ANGLE _____

CHECK ONE: LIGHTED UNLIGHTED

PROPERTY DIMENSIONS (LINEAR FEET): FRONT _____ REAR _____
RIGHT SIDE _____ LEFT SIDE _____

CORNER LOT: m YES 1 NO

SQ FEET PER FACE: _____ SQ. FEET OF EMBELLISHMENTS: _____

TOTAL SQ.FEET: _____

SIGN LEGEND: _____

HEIGHT FROM ROADWAY SURFACE TO TOP OF SIGN (OR TOP OF SIGN SUPPORT)

WHICHEVER IS GREATER DISTANCE _____

DISTANCE FROM ROADWAY SURFACE TO SIGN _____

DISTANCE FROM NEAREST PROPERTY LINE TO SIGN _____

CHECKLIST FOR OBTAINING PERMIT:

- _____ 1. Completed application, signed, and dated. If applicant is not the applicable property owner, written consent of the owner for sign placement must be provided.
- _____ 2. Act of sale to property.
- _____ 3. Survey of property.
- _____ 4. A site plan, drawn to scale, for proposed sign placement, which shall be completed in detail, observing all related regulations. (Site plan may be scaled on survey)
- _____ 5. If applicable, permit for sign placement from LA Dept. of Transportation and Development (436-9100). (Off premise and General Advertising Signs)
- _____ 6. Payment of fees:
 Permit fees: 0 to 50 square feet of sign face = \$75
 51 or greater square feet of sign face = \$100
 Payment **must** be by check or money order made payable to St. Charles Parish Department of Finance.
- _____ 7. Applicant must contact this office once the sign is constructed so that an inspection can be completed and a permit tag placed on the sign.

I hereby acknowledge that I have read and understand all of the requirements listed on this application.

APPLICANT SIGNATURE: _____ (DATE)

FEE PAID (PERMIT SECTION SIGNATURE): _____