

City of Moscow Mills  
PO Box 36  
Moscow Mills, MO 63362  
Phone – 636-356-4220

## PERMANENT GROUND SIGN PERMIT APPLICATION

*(Please print clearly)*

### Part 1. Applicant Information:

Name of Sign Applicant: \_\_\_\_\_  
Street Address of Sign Applicant: \_\_\_\_\_  
City / State / Zip Code: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Part 2. Property Owner Information:

Name of Sign Applicant: \_\_\_\_\_  
Street Address of Sign Applicant: \_\_\_\_\_  
City / State / Zip Code: \_\_\_\_\_  
Telephone of business: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Part 3. Property Sign Owner Information:

Name of Sign Applicant: \_\_\_\_\_  
Street Address of Sign Applicant: \_\_\_\_\_  
City / State / Zip Code: \_\_\_\_\_  
Telephone of business: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Part 4. Contractor Information-(person erecting or affixing the sign):

Name of Sign Applicant: \_\_\_\_\_  
Street Address of Sign Applicant: \_\_\_\_\_  
City / State / Zip Code: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Part 5. Location of the sign is to be erected:

Business name: \_\_\_\_\_  
Street Address of Sign Applicant: \_\_\_\_\_  
City / State / Zip Code: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
City Zoning Classification: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Attach legal description of property.

Part 6. Description of Sign to be Constructed:

a. Type of sign structure proposed:

- General Business Ground Sign
- General Business Pole Sign
- Subdivision Ground Sign
- Other: \_\_\_\_\_

b. Sign face replacement only:    yes    no

c. Check all that applies:

Yes    No

- A new sign
- Alteration or maintenance to Existing sign  
Replacement value of Existing sign: \$ \_\_\_\_\_  
Alteration maintenance cost: \$ \_\_\_\_\_
- Illuminated
- Contains moving parts
- Other ground signs exist on premises
- Has an electronic reader board
- Has changeable message area
- Relocation of existing sign on premises

d. Provide the Following Information:

1. Overall height of sign structure from Existing grid to top: \_\_\_\_\_.
2. Width of sign structure: \_\_\_\_\_
3. Maximum area of any one Sign Face: \_\_\_\_\_
4. Total area of all Sign Faces: \_\_\_\_\_
5. Distance of edge of sign to Nearest street Right-of way: \_\_\_\_\_
6. Feet of Street Frontage: \_\_\_\_\_
7. Zoning for property where sign will be loaded: \_\_\_\_\_

Part 7. Permit Applications for permanent sign permits shall be submitted to the Planning and Zoning Commission and approved by the Board of Aldermen and shall contain or have attached thereto the following information:

1. The names, addresses, and telephone numbers of the applicant, the owner of the property on which the sign is to be erected or affixed, the owner of the sign, and the person to be erecting or affixing the sign.
2. The location of the building, structure, or zoning lot on which the sign is to be erected and/or affixed.
3. A site plan of the property involved, showing accurate placement thereon of the proposed sign.
4. Two (2) blueprints or ink drawings of the plans and specifications of the sign to be erected or affixed and method of construction and attachment to the building or in the ground. Such plans and specifications shall include details of dimensions, materials, color, and weight.
5. If required by the Planning and Zoning Commission, a copy of stress sheets and calculations prepared by or approved by a registered structural engineer licensed by the State of Missouri showing that the sign is designed for dead load and wind pressure in any direction in the amount required by this and all other applicable Ordinances of the City.
6. The written consent of the owner of the building, structure, or property on which the sign is to be erected or affixed.
7. Such other information as the Planning and Zoning Commission may require to determine full compliance with this and other applicable Ordinances of the City.

*I hereby certify that the foregoing information is correct to the best of my knowledge and that said work will be performed in accordance with the information contained herein and in compliance with the applicable building codes and ordinances adopted by the City of Moscow Mills.*

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **For Official Use Only**

1. Date Received: \_\_\_\_\_ Fee Paid by: \_\_\_\_\_ Reference # \_\_\_\_\_

2. Planning and Zoning Commission Action:

\_\_\_\_\_ Approved on \_\_\_\_\_ (Date)

\_\_\_\_\_ Denied on \_\_\_\_\_ (Date)

\_\_\_\_\_ Revise and resubmit on \_\_\_\_\_ (Date)

Planning and Zoning Commission Comments:

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3. Board of Alderman Action:

\_\_\_\_\_ Approved on \_\_\_\_\_ (Date)

\_\_\_\_\_ Denied on \_\_\_\_\_ (Date)

\_\_\_\_\_ Revise and Resubmit on \_\_\_\_\_ (Date)

Board of Alderman Comments:

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4. Permit number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_