

City of Clever, Missouri

Application for Permanent Sign Permit

Address of Sign: _____

First & Last Names along with email addresses are required for any person wanting to be contacted as part of this project

NAMES	NAME & E-MAIL ADDRESS	TELEPHONE NUMBER
Contractor Company Name	First & Last Name of Contact _____ Email: _____	Phone: _____
First & Last Name of Applicant	First & Last Name of Applicant _____ Email: _____	Phone: _____
Designer of Record	First & Last Name of Designer _____ Email: _____	Phone: _____
Company Name of Tenant/Business	First & Last Name of Designer _____ Email: _____	Phone: _____
Name of Property Owner	First & Last Name of Property Owner _____ Email: _____	Phone: _____

TYPE OF SIGN: (Check applicable category)

Note: Each detached sign must be submitted with a separate application and payment.

_____ **WALL SIGN** Sign mounted to wall, parallel with wall; includes painted on, etched on, etc., also includes signs on canopy, parapet, and awning.

_____ **ON-PREMISE DETACHED SIGN** Freestanding sign advertising service or product located on the same parcel or premise.

_____ **OFF-PREMISE DETACHED SIGN** Freestanding sign advertising service or product NOT located on the same parcel or premise.

_____ **PROJECTING SIGN** Attached to wall and projects from face of wall.

_____ **ROOF SIGN** Attached to and located above roof – not permitted if detached or projecting sign on premise.

TYPE OF WORK: _____ New Sign _____ Alteration _____ Repair

FEATURES: _____ Illuminated _____ Non-illuminated _____ Animation

_____ Flashing Lights (Animation & flashing lights required to be at least 10' above street grade)

DIMENSIONS OF SIGN: _____ TOTAL SQ. FT: _____

IS ANY PORTION OF THE SIGN LOCATED IN THE RIGHT-OF-WAY? _____

ESTIMATED VALUE OF SIGN: \$ _____

I hereby certify the owner of record authorizes the proposal sign, and I have been authorized by the owner to make this application as their authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature

Print Name

Date: _____ Contractor _____ Owner _____ Agent for Owner

**Make sure the Designer of Record, Contact and Digital Submittal information are listed on Page 1
(First & Last Names, Email Address & Phone Number)**

Are there EXISTING signs on Premise: _____ Yes _____ No

If yes, please describe: _____ Detached Sign Size: _____
_____ Wall Sign Size: _____

Is this sign being attached to existing sign? _____ Yes _____ No

If this is an alteration, repair, etc., please describe:

If sign is illuminated, flashing lights, or any wiring is being placed for sign, work must be done by a licensed electrical contractor.

ELECTRICAL CONTRACTOR: _____

OTHER REMARKS: (Indicate type of materials sign is made of) _____

DRAWING and/or PLOT PLAN REQUIRED WITH THE FOLLOWING INFORMATION DESIGNATED:

1. PLOT/SITE PLAN REQUIRED, **DRAWN TO SCALE**, FOR DETACHED FREESTANDING SIGNS, PROJECTING SIGNS, AND ROOF SIGNS.
 - a. Legal description of property
 - b. Dimensions of property
 - c. Drawings showing details of construction, including loads, stresses, and anchors. Drawings must be sealed by a Missouri registered design professional

- d. Distance to the closest off-premise sign, measured radial from any portion of the signs, and shown on survey prepared by a licensed engineer or surveyor in the State of Missouri (this requirement for off-premise signs only)
 - e. Dimensional location of the sign structure adjacent to property lines and easements.
 - f. Any easements, storm detention or drainage areas
 - g. Width of right-of-way
 - h. Sight vision triangle measurements for driveways and intersection corners, if sign is within 100 feet of driveway or intersection
 - i. Streets adjacent to sign, elevation of street grade (grade of street nearest sign location)
 - j. Location distance from other detached sign on the same parcel and/or premise
 - k. Distance to residential zoning district within 25 feet of sign location
2. ELEVATION DRAWING REQUIRED, **DRAWN TO SCALE**, ON WALL SIGNS AND DETACHED SIGN:
- a. All dimensions of sign to include structure, lighting, and all extremities
 - b. Drawings showing details of construction, including loads, stresses and anchors. **Drawings must be sealed by a Missouri registered design professional**
 - c. Dimension and height from grade to bottom surface of sign area of detached sign
 - d. Dimension and height from grade to uppermost portion of detached sign
 - e. Dimension from building wall face to face of sign
 - f. Lineal footage if each building wall having frontage on a street
3. AN APPROVED PERMIT FROM THE MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT MUST BE SUBMITTED WITH THIS APPLICATION FOR ALL SIGNS LOCATED IN THE MO-DOT RIGHT-OF-WAY.
4. UPON RECEIPT AND REVIEW OF THE APPLICATION AND PLANS, ADDITIONAL INFORMATION NOT STATED ABOVE MAY BE REQUIRED.
5. ALL DETACHED SIGNS REQUIRE A FOOTING INSPECTION **PRIOR TO** THE CONCRETE BEING POURED.