CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021
(636) 225-7873 • fax (636) 225-6547 • www.cityoftwinoaks.com

COMMERCIAL SIGN PERMIT APPLICATION

A: PROJECT INFORMATION

Business Name: _____

Full Business Address: _____

B: APPLICANT INFORMATION   Applicant is: ❑ Owner   ❑ Authorized agent of owner

Principal Contact Name: _____   Email: _____

Corporation or Partnership Name: _____   Telephone: _____

Full Address: _____   Fax: _____

_____   Cell: _____

C: OWNER (IF DIFFERENT FROM APPLICANT):

Principal Contact Name: _____   Email: _____

Corporation or Partnership Name: _____   Telephone: _____

Full Address: _____   Fax: _____

_____   Cell: _____

D: SIGN DESIGNER OR SIGN INSTALLER (IF NOT LISTED ABOVE)

Principal Contact Name: _____   Email: _____

Corporation or Partnership Name: _____   Telephone: _____

Full Address: _____   Fax: _____

_____   Cell: _____

E: PROPOSED SIGN TYPE AND SPECIFICATION

PERMANENT:
- ❑ Directional Sign (ground mounted)
- ❑ Directional Sign (wall mounted)
- ❑ Ground Sign
- ❑ Wall Sign
- ❑ Window Sign

Two (2) Copies Required:
- ❑ Scaled colored drawing of proposed sign
- ❑ Site plan indicating roadways, parking lots and buildings
- ❑ Scaled drawing of building elevations where sign will be placed (wall signs only)
- ❑ Drawing or plat survey indicating exact location of sign and setbacks (ground signs only)

TEMPORARY:
- ❑ Banner Sign
- ❑ Flag
- ❑ Message Balloon
- ❑ Window Sign
- ❑ Yard Sign

Width of Sign: _____ feet

Height of Sign: _____ feet

Sign Size: _____ square feet

Date of display:

from _____ to _____
(Limited to one per 30 consecutive day period per calendar quarter)

F: DECLARATION OF APPLICANT

I, _____ certify that:
               Print Name Here

1) The information contained in this application; attached schedules; attached plans and specifications; and other attached documentation is true to the best of my knowledge.
2) That this application must comply first, with the MASTER SIGN PLAN of the Development or if not stated in the Master Sign Plan, CHAPTER 410: SIGN REGULATIONS of the municipal codes of the City of Twin Oaks. Failure to comply may result in denial of said sign permit.

_____   _____
Signature of Applicant   Date

FEE SCHEDULE:

Temporary . . . . $ 75.00
Permanent. $100.00

--- FOR OFFICE USE ONLY ---

Amount Received: _____   Cash/Check #: _____   Date Received: _____

❑ Application Approved   Date: _____   _____
                                                       Authorized Signature