



# CITY OF TWIN OAKS

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