



ST. JOHN
PLANNING & ZONING

SIGN PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT WWW.MGOCONNECT.ORG/CP/PORTAL

OFFICE USE ONLY

Permit No: _____	Date Requested: _____
Parcel #: _____	Zoning District: _____
Council District / At Large: _____	Flood Zone: _____
Certificate of Appropriateness Rec'd: Y / N	Historic District: Y / N Design Rev. Corridor: Y / N

APPLICATION FOR: DETACHED SIGN ATTACHED SIGN BILLBOARD

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, has the authority of the applicant to act on behalf of the property owner been verified with a signed, dated, and notarized endorsement? Complete page 3.

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

TENANT INFORMATION (if applicable)

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION

Business: _____ Name: _____

Mailing Address: _____ License #: _____

Phone: _____ Email: _____

Applicant's Signature Date



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SIGN INFORMATION

- 1. Sign location address: _____
- 2. Sign value: \$ _____
- 3. Total square footage of sign: _____
- 4. Linear footage of building: _____
- 5. Linear footage of lot: _____

Please describe the project in detail: _____

SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property.
- Sign plans. Please contact South Central Planning for any plan review questions at 985-655-1070. Plans will also be reviewed by the Planning & Zoning Department for compliance with the Code.
- Copy of Contractor’s License.
- Completed and signed Owner’s Endorsement.
- Payment of fees; payable by credit card, check or money order to: “St. John Parish Council”.

FEES

- 1. Attached Sign \$ 100.00
- 2. Detached Sign / Billboard / Monument \$ 300.00
- 3. Planning & Zoning Inspection Fee \$ 50.00
- 4. Technology Fee \$ 10.00

NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant’s title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.

NOTE: All fees will be doubled for all after-the-fact permits and when information provided on an application is falsified. All fees are non-refundable.

Applicant’s Signature

Date



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OWNER'S ENDORSEMENT

(please print clearly)

I _____ being duly sworn, depose that I reside at
Owner(s) / Corporation
_____, _____ in the Parish
Street City
of _____ and State of _____ and that I am
Parish State
the owner of the property described as _____ and that I have authorized
Address
_____ to make the foregoing petition for a Sign Permit.
Applicant

Signature of owner(s) of property or authorized agent

SWORN TO ME THIS _____ DAY OF _____, _____

NOTARY PUBLIC

Print name of Notary: _____

Bar roll #: _____