



Application for a Sign Permit

City of Webster Groves

Department of Planning and Development

314/963-5300

Issue date: _____

Permit # _____

SIGN ADDRESS: _____

Sign Owner: _____

Phone: _____

Address: _____

Cell: _____

City, State, Zip: _____

email: _____

Sign Company : _____

Phone: _____

Address: _____

Cell: _____

City, State, Zip: _____

email: _____

Other Information

- 1. Is this site within a Planned Commercial District or governed by a CUP? yes no
 If yes, does the requested sign conform to the applicable requirement? yes no
- 2. Is the site within a Historic District? yes no
 If yes, has a Certificate of Appropriateness been applied for? yes no
- 3. Is this sign within a shopping center? yes no
- 4. Is this sign associated with a service station? yes no
- 5. Is this business located within an arcade or below ground space? yes no
- 6. Does this sign make use of flashers, animators, mechanical movements? yes no

Signs are permitted in accord with the regulations of the City of Webster Groves Sign Ordinance, Chapter 25. Some sites have regulations for signs that are more restrictive as part of the conditions of a Conditional Use Permit (CUP) or the ordinances governing a particular Planned Commercial District. Unless specifically exempted, no signs shall be erected until a permit has been issued.

I, _____ certify that the statements or information made in any documents submitted herewith are complete, true, and correct to the best of my knowledge. I understand that any knowingly false, inaccurate, or incomplete information provided by me may result in the denial, revocation, or administrative withdrawal of this application for permit.

Signature of Owner/Applicant: _____ Date: _____

For City Use Only			
Application Fee: <u> \$30.00 </u>	Pmt: _____	Rec'd By: _____	Date: _____
Approved By: _____	Date: _____	Issued By: _____	Date: _____
Inspected By: _____	Date: _____	Finalized: _____	Date: _____

Sign Information

Select one sign type:

Free-standing Projecting Window Portable Wall

Select one sign use:

Bulletin Board Name Plate Real Estate Century Plaque
 Political Political Sandwich Board Civic Activity
 Directional Construction Identification Street Banner
 Special Promotion

Select one:

Temporary post date _____ removal date _____
 Semi permanent post date _____ removal date _____
 Permanent

Fee Schedule

Directional Signs (Private), Name Plates, Special Promotion Signs	\$15.00
Century Plaques, Directional Signs (Taxing Districts), Permanent Street Banners, Temporary and Semi-Permanent Signs, Civic Activity Signs	No Fee
All other signs not listed above	\$.30/SF or \$30 Min

Submittal Requirements

1. Completed Application for Sign Permit for each sign proposed. (exception: "Civic Activity" signs)
2. One copy of a site plan showing the location of the sign(s).
3. Scaled drawing showing size, color and material of the sign(s).
 - a. For projecting, portable, and freestanding signs include distance from the ground to the bottom of sign.
 - b. For projecting signs include distance from building to outer edge of sign.
4. For wall, projecting, and window signs, submit scaled building elevations for all street fronts showing location of sign(s), and dimensions of the faces of the building and tenant space.
5. For "special promotion signs", submit a copy of proposed text and graphic to be included on sign, and dimensions. Also indicate location to be installed.
6. For "sandwich board signs" to be located in a public right-of-way, submit a certificate of liability insurance naming the City of Webster Groves as an additional insured. The certificate of liability shall be in the form of General Commercial Liability Insurance in a minimum amount of three hundred thousand dollars (\$300,000) per occurrence.
7. For "civic activity" signs to be located in the three designated city locations, submit completed application and a sketch of the sign, delineating dimensions (max. 6 sq.ft) and text.

Designated City Locations:

 1. The property located at the northwest corner of W Glendale Rd and S Elm Ave;
 2. The strip of land located on the west side of Rock Hill Rd, and being the median of W Lockwood Ave;
 3. The City property on the west side of Brentwood Blvd., immediately to the south of the municipal boundary.
8. Applicable fees

ALL PERMANENT IDENTIFICATION, CONSTRUCTION AND DIRECTIONAL SIGNS MUST BE APPROVED BY THE ARCHITECTURAL REVIEW BOARD PRIOR TO THE ISSUANCE OF A PERMIT.