



ST. JOHN
PLANNING & ZONING
SIGN PERMIT APPLICATION

Permit No.: _____ Date Requested: _____
Receipt No.: _____ Council District/At Large: _____
Zoning District: _____ Parcel No.: _____
Lot, Sq., Subdivision: _____
Design Review Corridor: Yes / No Certificate of Appropriateness Rcv'd: Yes / No

OFFICE USE ONLY

APPLICANT INFORMATION:

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION:

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 affidavit or a contract? (*circle one*) **YES / NO**

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

TENANT INFORMATION (if applicable):

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION:

Name: _____

Mailing Address: _____ License No.: _____

Phone: _____ Email: _____

Within sixty (60) days of submission of minimum application requirements, this application will become null and void. Further, by signature of this application, applicant understands that permit fees are non-refundable.

Applicant's Signature

Date



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Permit No: _____ Date Submitted: _____
Lot, Sq., Subdivision: _____

OFFICE USE ONLY

SIGN INFORMATION:

Sign location address: _____

☐ Sign / Detached

☐ Sign / Attached

Value of sign: \$ _____

Total square footage of sign: _____

Linear footage of building: _____

Linear footage of lot: _____

PLEASE DESCRIBE PROJECT IN DETAIL:

SUBMITTAL REQUIREMENTS:

- ___ 1. Sign Plans. Please contact South Central Planning for any plan review questions at 985-655-1070.
Plans will also be reviewed by the Planning and Zoning Department for compliance with the Code.
- ___ 2. Copy of Contractor's license
- ___ 3. Copy of deed and/or lease to property
- ___ 4. Contract or Owner's Endorsement

Note: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land shown, 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.

Applicant's Signature

Date



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OWNER'S ENDORSEMENT

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

Signature of owner(s) of property or authorized agent

SWORN TO ME THIS _____ DAY OF _____,
_____.

NOTARY PUBLIC

Print name of Notary: _____
Bar roll # _____