

SIGN PERMIT APPLICATION
CITY OF SOUTHAVEN
OFFICE OF PLANNING AND DEVELOPMENT
8710 NORTHWEST DRIVE
SOUTHAVEN, MS 38671
662-393-0111 FAX 662-280-6556

Business to be advertised: _____ Phone: _____

Address: _____ Zone: _____

Sign Contractor: _____ Phone: _____

Address: _____

APPLICATION FEE \$ _____ (\$2.00 per sq. ft.)(Fees not applicable for temporary signs)
CASH _____ CHECK _____ RECEIPT NUMBER _____

1. Type of sign requested :(refer to sign ordinance for type of sign permitted in zone)

Awning _____	Ground Mounted _____
Bench _____	Temporary _____
Directory _____	Wall _____
Lighted _____	Type of Construction: _____

2. Maximum permitted square footage: (*Calculations for commercial zones are below. Refer to sign ordinance for all other zones.*)

For O and C1= Width of lot frontage _____ x 1= _____ sq. ft.
For C3 and C4= Width of lot frontage _____ x 2= _____ sq. ft.

If there are existing signs on property, they must be subtracted - _____ sq.ft.
= _____ sq. ft.

Maximum permitted sign area = _____ sq. ft.

3. Size of sign proposed _____ x _____ = _____ sq. ft.
(*Refer to sign ordinance to determine maximum size of particular sign type*)

4. Location of Sign:

- **For all proposed permanent signs, a sketch, drawn to scale, showing location of sign, all right of ways, buildings, drives, and lighting and proposed color schemes MUST be submitted with this application. No permit will be granted until all requirements have been met.**
- No signs may be placed within the sight triangle as defined by the sign ordinance. No ground mounted or directory signs may be closer than 100 feet to any other such signs, except in the case of a hardship due to conditions beyond the control of the applicant. Hardship to be determined by the Planning Director.

5. Wording on sign:

*** Affidavit of Acknowledgment***

I hereby certify that I have read this application and have been made aware of the regulations and requirements applicable to the signage permitted herein. I am also aware that any waive of all or part of said regulations and/or requirements must be submitted in writing, attached to and made a permanent part of this application.

APPLICANT'S SIGNATURE _____ DATE _____

This instrument was acknowledged before me this _____ day of _____, by _____ . In witness whereof I hereunto set my hand and official seal.

_____ NOTARY PUBLIC

My commission expires _____

Return completed, notarized affidavit to the Office of Planning and Development to enable the erection of said proposed sign. **NO signage may be erected UNTIL this affidavit has been notarized and returned.**

DATE: _____ BY: _____