



FOR OFFICE USE ONLY
DATE RECEIVED:
ACCEPTED BY:
PERMIT NO.

SIGN PERMIT APPLICATION

All applications can be submitted digitally to permits@cityofmandeville.com

PROPERTY INFORMATION	
PROPERTY ADDRESS:	ZONING DISTRICT:
SIGN TYPE: <input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Other _____ <input type="checkbox"/> Free Standing <input type="checkbox"/> Blade	PREMISE TYPE: <input type="checkbox"/> Complex Site <input type="checkbox"/> Non-Complex Site
SIGN SQ. FOOTAGE:	HEIGHT:
NO. OF FACES:	ILLUMINATED: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Internal <input type="checkbox"/> External

PROPERTY OWNER INFORMATION	
OWNER/TENANT:	SIGN CONTRACTOR:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:

Violation for Installing signage prior to issuance of permit --- 1.9.5. Penalty

Any person violating any provision of these regulations shall be guilty of a misdemeanor, and deemed a public nuisance and upon conviction shall be punished for each separate offense by a fine not exceeding five hundred dollars (\$500.00) or imprisonment for a term not exceeding sixty (60) days, or by both such fine and imprisonment, or as provided in Section 1.9 of the Code of Ordinances of the City of Mandeville, whichever is greater. Each day any violation of any provision of these regulations shall continue shall constitute a separate offense.

Signature of Applicant / Date



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SIGN PERMIT SUBMITTAL REQUIREMENTS

ADDITIONAL INFORMATION MAY BE REQUESTED

- ☐ COMPLETED APPLICATION
 - ☐ SIGN SPECS
 - ☐ SITE PLAN – Monument/Free Standing Sign Only
 - ☐ CASH SALE / TENANT LEASE
 - ☐ FEE
 - ☐ COMPLETED WORKSHEET
-

10.9.9. Required Fees for Sign Permits

1. At the time of submission of an application for a sign permit, a non-refundable plan review application fee of twenty-five dollars (\$25.00) shall be paid.
2. Permit fee shall be paid based on the following schedule of rates:

Electrical signs:

- (1) Up to 32 square feet - \$25.00 per face
- (2) Each square foot in excess of 32 square feet - \$0.50 per sq. ft.

Non-electrical signs:

- (1) Up to 32 square feet - \$15.00 per face
- (2) Each square foot in excess of 32 square feet - \$0.50 per sq. ft.



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Work Sheet

All land uses not occupying complex sites

All commercial, mixed use districts other than B-3 & TC:

____ **MONUMENT / FREE STANDING SIGN** – Maximum Height of 7' from grade, with a maximum height of two (2) feet for the base of the sign & must be setback 15' from right-of-way & 100' from nearest residential property line. The maximum sign area allowed is one hundred (100) square feet.

____ **ATTACHED SIGN** – Max. of 1 sign per street façade

____ Linear feet of building façade on which sign is located. Maximum area for a wall or blade sign is one (1) square foot per linear foot of building façade. If a building façade has a linear footage of thirty-five (35) feet or less, the sign may have a maximum area of 35 feet. If a building façade has a linear footage exceeding one-hundred-twenty (120) feet, the maximum area one-hundred-twenty (120) square feet.

All land uses occupying complex sites

____ **MONUMENT / FREESTANDING** - One monument sign shall be permitted per multi-occupant premises except where a multioccupancy center has frontage on two non-intersecting streets or more than four hundred (400) feet of continuous frontage along one street, a second monument sign shall be allowed. Lettering on such monument signs along any arterial street shall be clearly legible, with the minimum height for lettering of nine (9) inches.

____ Linear feet of street frontage on which the sign is located x .50 = ____ square feet allowed
Max. of 120 sq. ft. per sign face

____ **ATTACHED SIGN** - One (1) wall, canopy, hanging, or blade sign is permitted per unit

For Wall and Blade Signs ____ Linear feet of unit façade on which sign is located x 1.25 = ____ square feet allowed. Canopy sign maximum sign area is twelve (12) square feet per unit. Hanging sign maximum sign area is six (6) square feet per unit. Hanging signs must have a minimum clearance height of eight (8) feet above grade.
For units with less than twenty-five (25) linear feet the maximum size is thirty-two (32) square feet.

B-3 & TC Districts

Residential uses in the B-3 and TC districts must follow the regulations in CLURO Section 10.8.2.1. Permitted Signs Allowed in Residential Zoning Districts R-1, R-1X, R-2 Residential Planned, and for Residential Uses.

____ **MONUMENT/FREE STANDING** – Max Height of 7' from grade & 5' from the right-of-way
Max. of 32 sq. ft. per sign face, provided that the total signage on premise does not exceed 64 sq. ft.

AND/OR

____ **ATTACHED SIGN** – Max. of 1 sign per street façade with tenant entrance
Max. of 25 sq. ft. or Twenty-Five (25) percent of the area of the wall it is located on, whichever is smaller

OR

____ **HANGING SIGN** – Max. of 1 sign per street façade with tenant entrance
Maximum Sign Area of six (6) sq. ft. and minimum height clearance from grade is eight (8) feet.

OR

____ **CANOPY SIGN** – Max. of 1 sign per street façade with tenant entrance
Maximum Sign Area of twelve (12) sq. ft. Text may be located on the canopy but may not cover more than twenty (20) percent of the canopy area.