



# City of Mandeville

<b>FOR OFFICE USE ONLY</b>
DATE RECEIVED:
ACCEPTED BY:
PERMIT NO.

Revised 03.18.20

## SIGN PERMIT APPLICATION

<b>PROPERTY INFORMATION</b>	
<b>PROPERTY ADDRESS:</b>	<b>ZONING DISTRICT:</b>
<b>SIGN TYPE:</b> <input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Other _____ <input type="checkbox"/> Free Standing <input type="checkbox"/> Banner	<b>PREMISE TYPE:</b> <input type="checkbox"/> Single Occupant <input type="checkbox"/> Off-Premise <input type="checkbox"/> Multi-Occupant
<b>SIGN SQ. FOOTAGE:</b>	<b>HEIGHT:</b>
<b>NO. OF FACES:</b>	<b>ILLUMINATED:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Internal <input type="checkbox"/> External

<b>PROPERTY OWNER INFORMATION</b>	
<b>OWNER/APPLICANT NAME:</b>	<b>SIGN CONTRACTOR:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>PHONE:</b>	<b>PHONE:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>

### 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 ten dollars (\$10.00) shall be paid.
2. Permit fee shall be paid based on the following schedule of rates:

#### Electrical signs:

- (1) Up to 32 square feet - \$20.00 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.

#### Street banner sign - \$15.00

#### Temporary signs:

- (1) Up to 32 square feet - \$10.00 per face
- (2) Over 32 square feet - \$0.50 per sq. ft

**Billboards** shall pay the following fees in addition to the above fees:

- (1) Initial permit fee - \$100.00 per face
- (2) Annual renewal fee - \$50.00 per face



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## Work Sheet Single Occupant

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

\_\_\_ **MONUMENT / FREE STANDING SIGN** – Max. Height of 7' & must be setback 15' from right-of-way & 100' from nearest residential property line.

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

\_\_\_ **ATTACHED SIGN** – Max. of 1 sign per street façade with tenant entrance

\_\_\_ Linear feet of building façade on which sign is located x 1.25 = \_\_\_ square feet allowed  
\*No building shall be required to have less than 32 Sq. ft. of signage and no signage shall be larger than 120 sq. ft.\*

## Multi – Occupancy

\_\_\_ **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 attached sign per store front

\_\_\_ Linear feet of building façade on which sign is located x 1.25 = \_\_\_ square feet allowed  
\*For storefronts less than 32 sq. ft no building shall be required to have less than 32 Sq. ft. of signage\*

## B-3 & TC Districts

**Multi-Occupant Commercial Centers:** Freestanding signs are limited to one per frontage but may list multiple tenants within a building through coordinated sign design. The sign shall be supported by a monument base, by two wood, metal or masonry posts or constructed as projecting signs from a single post. Freestanding signs shall not be placed on top of a single post or pylon. The sign shall be oriented for easy pedestrian visibility and located as to not encroach upon traffic visibility.

\_\_\_ **MONUMENT/FREE STANDING** – Max Height of 10' & 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 32 sq. ft. per sign face, provided that the total signage on premise does not exceed 64 sq. ft.