

SIGN DISPLAY APPLICATION

Department of Planning & Protective Services
Building Regulations Division
320 E McCarty Street, Jefferson City Mo. 65101
Phone (573) 634-6410 Fax (573) 634-6562
icbuilding@jeffersoncitymo.gov / www.jeffersoncitymo.gov
 (City Code reference; Chap. 3, Advertising & Signs) Rev. September 2023

For Department Use Permit No. SIGN23-

| | |
|--|----------------------|
| Amount paid \$ <input type="checkbox"/> cash <input type="checkbox"/> credit card <input type="checkbox"/> check | |
| Zoning District? | Historic District? |
| Is B.O.A action required? | 100-Year Floodplain? |
| Remarks: | |
| Permit Approval: _____ | |
| Authorizing Official | Date |

1. Location: Address Number: _____ suite # _____

Street Name: _____

2. (a) Is the sign: new _____ existing _____

(b) Indicate type of sign:

___ Freestanding (pole) ___ Ground or Monument

___ Wall mounted ___ Electronic Message Display
 (attach specifications)

___ Large Area Commercial Development, (LACD)

___ Other: _____

(see page 2, miscellaneous information for sign limits)

(c) Sign height from grade to top of sign _____ feet

(d) Size of sign (s)

1. (_____) = _____ sq. ft.

2. (_____) = _____ sq. ft.

3. (_____) = _____ sq. ft.

Use back of page if more space is needed

Total sign area of proposed sign(s) _____ sq. ft.

Existing sign area _____ sq. ft.

Page 2: Attach drawings or use sketch to illustrate location of signage and message. (also note sign restriction information)

3. Permit Fee Schedule

| SIGN(s) | Qty. | Amount |
|---|----------|----------------|
| First sign | 1 | \$55.00 |
| Additional sign(s) | | \$13.00 each |
| <i>Add additional \$13 for each sign that is lit.</i> | | |
| Other | | |
| Total Fee Due | | |
| Fee paid | | |

Individuals should contact the ADA Coordinator at 573-634-6570 to request accommodations or alternate formats as required under The Americans with Disabilities Act. Please allow three business days to process the request.

4. Applicant Sign Owner / Tenant:

Name _____

Address _____

City _____ State _____

Phone _____

Email _____

5. Property Owner:

Name _____

Address _____

City _____ State _____

Phone _____

Email _____

6. Sign Installer: JC Business Lic. # _____

Name _____

Address _____

City _____ State _____

Contact Person _____

Phone _____

Email _____

(a.) Electrical Contractor Name: _____

Contact Person _____

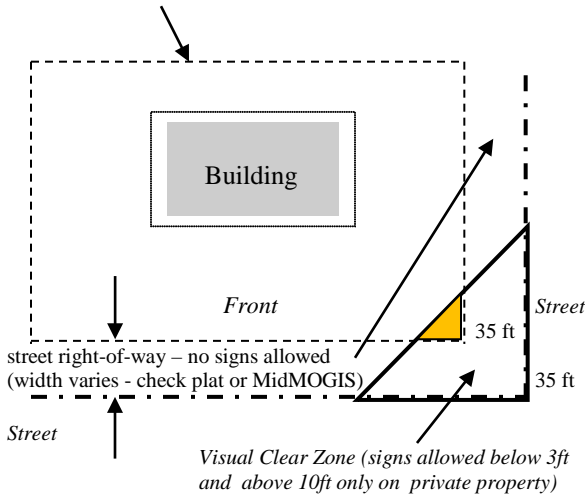
Phone _____ Email _____

7. Certification: I hereby certify that the proposed work is authorized by the owner of record of named property and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of this jurisdiction.

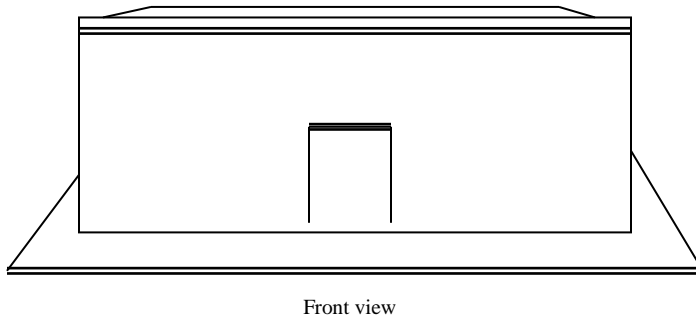
 Signature of applicant or owner Date

Show location of pole sign(s) on lot

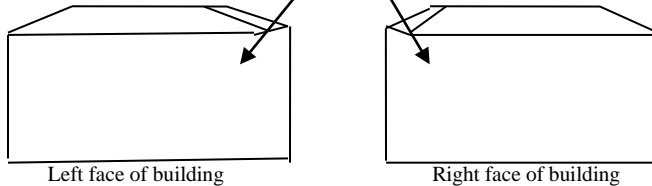
Property lines – signs allowed within property lines of private property



Show location on front view of building



Show location of side mounted signs on building



SIGN MESSAGE TO READ:

Sign #1

Sign #2

Sign #3

Sign #4

Staff Review Comments:

Sign Guidelines

Building Mounted Sign Requirements:

- Base signage on a percent of façade area (length x height up to 20 ft) with different percentage amounts for the different zoning districts.
1. Primary facade C-2 & C-1 districts – 10% of façade area,
 - In C-O district – 7.5% of façade area, In M-1 & M-2 districts- 5% of façade area
 2. Secondary façade – allocate 5% of façade area (all commercial and Industrial districts.)
 3. 200 sq. ft. max for any single building sign and 300 sq. ft. max for all building signs.
 4. Advertising painted or attached to windows are included in sign area.
 5. In a C-3 district signs shall not exceed 1.5 sq. ft. per 1 foot of frontage.

Free Standing Signs:

1. Properties are allowed one freestanding sign per frontage.
2. Size based on (owner's choice)
 - a.) Street frontage – one square foot per two linear feet of street frontage.
 - b.) Size of building – one square foot per 50 sq. ft. of ground floor area.
 - c.) Size of development property – one square foot per 200 sq. ft. of land area.
3. Maximum size 200 square feet.
4. Maximum height is 32 ft in districts: C-2; M-1; and M-2.
5. Maximum height in C-1, C-O districts is 10 ft.
6. Freestanding sign shall not exceed 200 sq. ft.

Electronic Message Center Requirements:

1. Only allowed in districts: C-2; M-1; and M-2.
2. One sign per street frontage.
3. May not exceed 50% of premises allowed signage.
4. Used only for on premise advertising or AMBER alerts.
5. Shall have auto-dimming technology and shall comply with the brightness levels described in the sign code.

General Sign Restrictions:

1. Signs shall not exceed 32 ft. in height.
2. Off premise signs are prohibited.
3. Flashing signs are prohibited.
4. Signs painted on walls, or buildings are prohibited.
5. Roof signs and Moving signs are prohibited.
6. Signs shall not hamper motor vehicle traffic (visual clear zone).
7. Signs are not permitted in the public street right-of-way. Distance from edge of the street varies. Check plat or MidMOGIS.