



**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: _____	
<b>OFFICE USE ONLY</b>	

**SIGN INFORMATION:**

Sign location address: \_\_\_\_\_

<input type="checkbox"/> Sign / Detached	<input type="checkbox"/> Sign / Attached
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Value of sign: \$ \_\_\_\_\_

Total square footage of sign: \_\_\_\_\_

Linear footage of building: \_\_\_\_\_

Linear footage of lot: \_\_\_\_\_

**PLEASE DESCRIBE PROJECT IN DETAIL:**

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**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 # \_\_\_\_\_