



P.O. Box 400 * St. Francisville, LA 70775
Phone (225) 635-3688 * Fax (225) 635-6984 * email: townhall@townofstf.com

SIGN PERMIT APPLICATION

BUSINESS NAME: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE: _____

ARE YOU LOCATED IN THE HISTORIC DISTRICT OVERLAY? _____

**See additional requirements – Comprehensive Zoning Ordinance Section 4.3.G*

ARE YOU LOCATED IN THE HIGHWAY 61 SCENIC CORRIDOR OVERLAY DISTRICT? _____

**See additional requirements – Comprehensive Zoning Ordinance Section 4.2.F.5*

SIGN LOCATION ON PROPERTY: _____

****Must provide site plan or other visual documentation for the sign location.***

TYPE OF SIGN STRUCTURE:

_____ 1. FREESTANDING

_____ 2. BUILDING SIGN

_____ 3. COMPLEX SIGN

_____ 4. MULTIPLE OCCUPANCY LOT OR STRUCTURE SIGN

_____ 5. GASOLINE PRICING SIGN

WILL THE SIGN BE ILLUMINATED? () YES OR () NO

WILL THE SIGN BE DOUBLE SIDED? () YES OR () NO

HEIGHT: _____ LENGTH: _____

TOTAL SQUARE FOOTAGE OF SIGN FACE: _____

SIGN MATERIAL: _____

***A composite/photograph/drawing of the proposed sign showing colors and sign face (design) must be submitted with the application.**

THE SIGN PERMIT ORDINANCES CAN BE FOUND ON OUR WEBSITE WWW.STFRANCISVILLE.NET
OR CALL TOWN HALL AT 225-635-3688 TO REQUEST A COPY BY EMAIL.

FOR FURTHER ASSISTANCE CALL TOWN HALL AT 225-635-3688.

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. When application for a permit is approved and prior to the issuance of a permit, a **permit fee shall be calculated as follows.**
 - \$1.00 per square foot of the approved sign.
 - Less \$10.00 application fee previously paid
 - Shall equal the total permit fee due.