



**CITY OF LADUE**  
**SIGN PERMIT APPLICATION**

To All Applicants: The Code of Ordinances of the City of Ladue, Missouri, specifies that“applications for permits to erect signs shall be filed by the owner or lessee of the premises, or shall be accompanied by written consent of the owner or lessee of the property upon which such sign is to be erected.” Further, this chapter states that the application must be “accompanied by duplicate scale or dimensional drawings showing the plans and specifications, dimensions, the material of which the sign is to be constructed, the details of construction thereof... and in the case of freestanding signs, the proposed location with reference to street lines and the wall of adjacent buildings, if any. When a proposed sign is to be attached to a building... the drawings shall show the position of the sign on the supporting structure, the method of attachment to such structure and the character of the structural member to which such attachment is made.”

Application is hereby made for a permit to erect a sign in accordance with the drawings and specifications presented herewith, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the following business entity:

Business name: \_\_\_\_\_ Business address: \_\_\_\_\_

Business contact person: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

**Contractor information**

Sign Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**Applicant is (check one):** [  ] Owner of Property [  ] Lessee [  ] Agent of owner or lessee\*

*\*Note: If Applicant is an Agent, the following statement must be signed by the property owner or the Lessee:*

**Property Information**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

The undersigned property owner or lessee authorizes Applicant to make this application for a sign at the premises stated above, and further states that this sign is consistent with design requirements of the shopping center or district, if applicable.

\_\_\_\_\_  
Property Owner/ Lessee Signature

-----**PLAN REVIEW- CITY USE ONLY**-----

**CITY PLANNER:** \_\_\_\_\_

Approve [     ]        Deny [     ]    Date: \_\_\_\_\_ by: \_\_\_\_\_

**BUILDING COMMISIONER:** \_\_\_\_\_

Approve [     ]        Deny [     ]    Date: \_\_\_\_\_ by: \_\_\_\_\_

**ZONING BOARD OF ADJUSTMENT:** \_\_\_\_\_

Approve [     ]        Deny [     ]    Date: \_\_\_\_\_ by: \_\_\_\_\_