CITY OF DES PERES, MO
PETITION FOR SIGN STANDARDS APPROVAL

APPLICANT:_____

ADDRESS:_____

PHONE:_____

FAX:_____

OWNER:_____

ADDRESS:_____

DEVELOPMENT:_____

LOCATION:_____

EX. ZONING:_____ PR. ZONING:_____

SITE AREA:_____ USE: _____

TWENTY (20) COMPLETE SETS OF THE PETITION MUST BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS TEN (10) WORKING DAYS PRIOR TO A PLANNING AND ZONING COMMISSION MEETING TO BE ELIGIBLE FOR THAT AGENDA. PLANS MUST BE FOLDED TO LETTER SIZE. PETITIONS THAT ARE INCOMPLETE WILL BE RETUNED WITHOUT REVIEW.

WE HAVE READ THIS PETITION AND AGREE TO ABIDE BY ALL OF ITS PROVISIONS. WE HAVE READ THE CITY OF DES PERES MUNICIPAL CODE AND WILL COMPLY WITH ALL APPLICABLE REQUIREMENTS. WE HAVE NOT ATTEMPTED TO PAY ANY CITY OFFICIAL A FEE, COMMISSION OR GRATUITY TO ADVANCE THIS PETITION. WE HAVE NOT KNOWINGLY PROVIDED ANY FALSE INFORMATION ASSOCIATED WITH THIS PETITION AND AGREE TO BE ENTIRELY TRUTHFUL ABOUT OUR INTENTIONS DURING PUBLIC MEETINGS. THIS IS CERTIFIED BY OUR SIGNATURES BELOW:

APPLICANT: _____ DATE: _____

OWNER:_____ DATE: _____

S.S.A. SUBMITTAL REQUIREMENTS

FEE OF $50

EXPLANATION

- PROVIDE WRITTEN EXPLANATION OF NEW IMPROVEMENTS & REASONS FOR THIS WORK. (ONE HALF PAGE OR LESS, TYPED)

SITE PLAN

- NORTH ARROW, SCALE AND LOCATION MAP
- BOUNDARY LINES & DIMENSIONS
- MAJOR TREES & LANDSCAPING
- BUILDING LOCATION
- SIDEWALKS & ADJACENT STREETS
- DRIVEWAYS & PARKING & LOADING AREA
- DUMPSTER LOCATION
- FENCES &/OR RETAINING WALLS
- GROUND SIGNS

ELEVATION DRAWINGS (ALL SIDES WITH SIGNAGE))

- SIGN LOCATIONS
- SIGN COLORS WITH SAMPLES
- WALL AREA CALCULATIONS
- LETTERING STYLE & HEIGHTS
- AWNINGS/CANOPIES/ATTACHMENTS

GROUND SIGNS

- LOCATION ON SITE PLAN
- SIZE & DIMENSIONS WITH SETBACKS
- DETAILED DRAWINGS

ELECTRONIC SUBMITTAL REQUIREMENTS–

PETITIONER SHALL PROVIDE THE CITY, ON CD/DVD, AN ELECTRONIC COPY OF THE PROPOSED PLAN. THIS SUBMITTAL WILL BE SUBMITTED IN PFD FORMAT **ONLY**.

THE SUBMITTAL SHALL INCLUDE:

- SITE PLAN
- BUILDING ELEVATION (IN-COLOR) FROM EACH DIRECTION
- ANY OTHER DOCUMENT(S) DEEMED APPROPRIATE BY THE APPLICANT

DEPARTMENT OF PUBLIC WORKS
12325 MANCHESTER ROAD
DES PERES, MO 63131

PHONE: 314.835.6130

FAX: 314.835.6131