CITY OF VICKSBURG
SIGN PERMIT APPLICATION

SIGN PERMIT REQUIREMENTS

_____ (1) **Name and address of property owner, tenant, and/or sign contractor.**

_____ (2) **Detailed drawings showing the dimensions, design, structure, sign type, illumination, and location of each existing and proposed sign(s) and showing distances from property lines, roadways, right-of-way, easements, and utilities.**

_____ (3) **All signs over six (6) feet in height and over 32 square feet in sign area shall require an engineered drawing prepared by a registered professional engineer licensed to practice in the State of Mississippi. All Footings shall be inspected before concrete is poured for all freestanding signs. These signs will also require a building and inspection permit.**

_____ (4) **See attached Charts for freestanding and building signs for the zone where the sign(s) are to be located.**

The Fee Schedule for Sign Permits shall be as follows:

1. 1 square foot (SF) - 32 SF	$25.00
2. 33 SF - 64 SF	$50.00
3. 65 SF - 96 SF	$75.00
4. 97 SF - 128 SF	$100.00
5. 129 SF - 160 SF	$125.00
6. 161 SF - 192 SF	$150.00
7. 193 SF - 224 SF	$175.00
8. 225 SF and above	$200.00

TABLE 1 - FREESTANDING SIGNS			
Zoning District	**Maximum Area (sq. ft.)**	**Maximum Height (ft.)**	**Maximum Per Parcel/Lot**
R-1, R-2, R-3, RMHP and MX-1	6	3	1
CBR-4, R-5, R-6, C-1, C-5, A-1, A-2, and MX-2 - See Note for Multi-tenant buildings	32	15	1
C-2, C-4, L-1 and L-2 adjacent to I-20 - See Note for Multi-tenant buildings	260	65	1
C-2, C-4, L-1 and L-2 adjacent to Hwy 61 N and Hwy 61 S - See Note for Multi-tenant buildings	200	40	1
C-2, C-4, L-1 and L-2 adjacent to (all other signs) - See Note for Multi-tenant buildings	75	30	1
C-3	See Section 408.3	See Section 408.3	See Section 408.3
Subdivision Identification Signs	32	6	1
Institutional uses such as churches and schools	32	15	1

NOTE: A directory sign shall be utilized where two or more entities share a common principle entrance. When utilized, a directory sign shall serve in lieu of individual freestanding signs for such entities.

TABLE 2 - BUILDING SIGNS (Canopy, Marquee, Projecting, Suspended, Wall and Window)		
Zoning District	**Maximum Sign Area (sq. ft.)**	**Maximum Wall Area (percentage)**
R-1, R-2, R-3, RMHP and MX-1	4	n/a
CBR-4, R-5, R-6, C-1, C-5	n/a	10%
C-2, C-4, L-1 and L-2	n/a	15%
C-3	See Section 408.3	See Section 408.3
A-1, A-2, and MX-2	32	n/a
Institutional uses such as churches and schools	32	n/a

SIGN PERMIT APPLICATION
CITY OF VICKSBURG, MISSISSIPPI
PERMIT NUMBER: _____

Property Address: _____
Zoning District: _____
Historic District: _____

Parcel Map Number: _____
Parcel Number: _____
Section: _____

Property Owner: _____

Applicant (circle): Y N

Principal Contact: _____
Mailing Address: _____
_____

Phone: _____
Fax: _____

Business Name: _____

Applicant (circle): Y N

Principal Contact: _____
Mailing Address: _____
_____
Email: _____

Phone: _____
Fax: _____

Sign Contractor: _____
Principal Contact: _____
Mailing Address: _____
_____
Email: _____

Applicant (circle): Y N

Phone: _____
Fax: _____

EXISTING CONDITIONS FORM
Building Facade Information

Total wall area of building or lease space:

_____	x	_____	=	_____
Height		Length		Total Wall Area

Existing Signage Information (for non-exempt signs)

NOTE: **All signs, both ground and building, shall be listed.** The following listed signs shall be noted by Sign Number on the required attached site plan or property survey as to location. The Sign Type shall be listed as either a ground sign or a building sign. Sign Height and Sign Area shall be calculated in linear feet and square feet, respectively. If a Sign Permit Number has been previously assigned to a particular sign, then list it. Otherwise, leave that column blank.

Sign Number	Sign Type	Sign Height	Sign Area	R/O/W Setback	Sign Permit Number
1					
2					
3					
4					

NOTE: If more than four (4) signs exist, then attach additional sheets with this data.

TOTAL SIGN AREA OF ALL EXISTING SIGNS: _____

PROPOSED SIGN DETAILS FORM

Proposed Signage Information (for non-exempt signs)

NOTE: The following listed signs shall be noted by Sign Number on the required attached site plan or property survey as to location. The Sign Type shall be listed as either a ground sign or a building sign. Sign Height and Sign Area shall be calculated in linear feet and square feet, respectively. The Sign Permit Number will be assigned by the city per approved sign.

Sign Number	Sign Type	Sign Height	Sign Area	R/O/W Setback
P1				
P2				
P3				
P4				

NOTE: If more than four (4) signs are proposed, then attach additional sheets with this data.

TOTAL SIGN AREA OF ALL PROPOSED SIGNS: _____

TOTAL SIGN AREA OF ALL EXISTING AND PROPOSED SIGNS: _____

It is warranted in good faith that the statements within this sign permit application and on attached documents are true and correct. I understand that I am responsible for all proposed work described herein and that I am subject to penalties, including sign removal at no cost to the City of Vicksburg if violations involving sign location or total sign area occur in relation to the work requested.

_____ _____
PROPERTY OWNER'S SIGNATURE DATE

_____ _____
CONTRACTOR'S SIGNATURE DATE

_____ _____
TENANT'S SIGNATURE DATE

STAFF USE ONLY

Date application received by the Zoning Department: _____
Date application approved by the Zoning Administrator: _____

Is an Administrative Permit or Special Exception required? Y N
If yes, what conditions were imposed?

_____
Case Number: _____ Date Action Taken: _____

Is a Certificate of Appropriateness required? Y N
If yes, what was the action taken by the Board of Architectural Review?

_____
Case Number: _____ Date Action Taken: _____

Signature of Zoning Administrator: _____

THIS PERMIT IS GOOD FOR SIX MONTHS; AFTER SIX MONTHS, A NEW PERMIT WILL BE REQUIRED.

The Fee Schedule for Sign Permits shall be as follows:

1. **1 square foot (SF) - 32 SF** **$25.00**
2. **33 SF - 64 SF** **$50.00**
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