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 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

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

**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)

<table>
<thead>
<tr>
<th>Zoning District</th>
<th>Maximum Sign Area (sq. ft.)</th>
<th>Maximum Wall Area (percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-1, R-2, R-3, RMHP and MX-1</td>
<td>4</td>
<td>n/a</td>
</tr>
<tr>
<td>CBR-4, R-5, R-6, C-1, C-5</td>
<td>n/a</td>
<td>10%</td>
</tr>
<tr>
<td>C-2, C-4, L-1 and L-2</td>
<td>n/a</td>
<td>15%</td>
</tr>
<tr>
<td>C-3</td>
<td>See Section 408.3</td>
<td>See Section 408.3</td>
</tr>
<tr>
<td>A-1, A-2, and MX-2</td>
<td>32</td>
<td>n/a</td>
</tr>
<tr>
<td>Institutional uses such as churches and schools</td>
<td>32</td>
<td>n/a</td>
</tr>
</tbody>
</table>
SIGN PERMIT APPLICATION
CITY OF VICKSBURG, MISSISSIPPI

PERMIT NUMBER: ____________________

Property Address: ____________________
Zoning District: ____________________
Historic District: ____________________

Parcel Map Number: ______
Parcel Number: ______
Section: ______

Property Owner: ____________________

Principal Contact: ____________________
Mailing Address: ____________________

Phone: ________________
Fax: ________________

Business Name: ____________________

Principal Contact: ____________________
Mailing Address: ____________________

Phone: ________________
Fax: ________________

Sign Contractor: ____________________
Principal Contact: ____________________
Mailing Address: ____________________

Phone: ________________
Fax: ________________

Applicant (circle): Y  N
Applicant (circle): Y  N
Applicant (circle): Y  N

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.

<table>
<thead>
<tr>
<th>Sign Number</th>
<th>Sign Type</th>
<th>Sign Height</th>
<th>Sign Area</th>
<th>R/O/W Setback</th>
<th>Sign Permit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Sign Number</th>
<th>Sign Type</th>
<th>Sign Height</th>
<th>Sign Area</th>
<th>R/O/W Setback</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 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 reviewed 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 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
3. 65 SF - 96 SF $75.00
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