



# ***CALCASIEU PARISH PLAN REVIEW CHECKLIST FOR ON-SITE ADVERTISEMENT SIGNS***

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APPLICANT/COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ LA LICENSE #: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

LOCATION OF SIGN: \_\_\_\_\_

## **INFORMATION REQUIRED TO OBTAIN PERMIT**

1. \_\_\_\_\_ LEGAL DESCRIPTION OF PROPERTY (Cash Deed, Tax Assessment, Abstract)
2. \_\_\_\_\_ TYPE OF SIGN(S) (eg. Monument, Freestanding-Pole, Roof Sign, Façade (wall) Sign, Projection Sign, etc...)  
[ \_\_\_\_\_ ] NUMBER OF SIGNS [ \_\_\_\_\_ ]
3. \_\_\_\_\_ SITE PLAN (includes, but not limited to: location of all existing & proposed sign structures, sign setbacks from property line & streets, etc...)
4. \_\_\_\_\_ SIGN ELEVATIONS (include Front and Side with Dimensions)
5. \_\_\_\_\_ SIGN FACE SQUARE FOOTAGE [ \_\_\_\_\_ ] TOTAL SIGN HEIGHT [ \_\_\_\_\_ ]
6. \_\_\_\_\_ \*LAND SQUARE FOOTAGE [ \_\_\_\_\_ ]  $\div 200 =$  [ \_\_\_\_\_ ]
7. \_\_\_\_\_ \*BUILDING SQUARE FOOTAGE [ \_\_\_\_\_ ]  $\div 50 =$  [ \_\_\_\_\_ ]
8. \_\_\_\_\_ \*LINEAR STREET FRONTAGE [ \_\_\_\_\_ ]  $\div 2 =$  [ \_\_\_\_\_ ]
9. \_\_\_\_\_ COST OF DEVELOPMENT [ \$ \_\_\_\_\_ ]
10. \_\_\_\_\_ WILL SIGN BE LIGHTED? [ YES OR NO ] (EXTERNAL or INTERNAL) LIGHTING? (circle one)  
SEPARATE ELECTRICAL SERVICE? [ YES or NO ] UTILITY COMPANY [ \_\_\_\_\_ ]
11. \_\_\_\_\_ WILL THE PROPOSED SIGN BE PLACED IN THE INTERIM DEVELOPMENT ORDINANCE  
(IDO) DESIGN CORRIDOR? [ YES or NO ]

(if YES, then special requirements and certain restrictions shall apply as per Interim Development Ord. # 5700.)

**\*Allowable sign square footage is the average of the calculated sum of items 6, 7, and 8.\***