

City of O'Fallon Planning and Development

City of O'Fallon, Missouri
100 North Main Street
O'Fallon, Missouri 63366

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General Application and Fee Requirements

The primary responsibility for securing the necessary permits shall be the property owner(s). However, a duly authorized agent, purchaser, lessee, devisee, or judiciary may be allowed to represent the owner with proper consent. Regardless of whether the owner or their agent applies, all required permits and approvals must be secured prior to any work being initiated.

- A) **Application Requirements:** All applications for sign permits shall be made in writing on a form supplied by The Planning and Engineering Department. All forms are to be completed in their entirety and shall have attached thereto the following information:
- 1) A location map: For all free standing signs, a copy of the approved site plan showing the location of the sign on the subject property. The location of the proposed sign shall be shown by giving the distances of that sign from the property lines and the backs of applicable curbing. For all wall signs, a building elevation showing the location of the proposed wall sign and a site plan verifying that the proposed location does not front on residentially zoned property.
 - 2) The configuration of the proposed sign listing the height, width, total square footage (including sign area calculations), proposed items of information, method of attachment, method of illumination, sign construction materials and colors.
 - 3) Footing/foundation details (applies to free-standing signs).
 - 4) Seismic and wind load calculations in accordance with the City's Building Code (applies to free-standing signs classified as interchange signs).
- B) **Review Procedure:** The Planning and Engineering Department shall review the submitted application for compliance with the requirements of the subsection above. If the application is determined to be complete, the Planning and Engineering Department shall review the application for compliance with the requirements of this Chapter and all other applicable City codes and requirements, and shall approve, or deny, the permit application based on the submitted information.
- C) **Schedule of Fees, Costs and Expenses:** The City Council shall establish a Schedule of Fees, Costs and Expenses for all matters pertaining to the Sign Code. The Schedule of Fees, Costs and Expenses is identified within Appendix B of Title IV: Land Use; and shall be filed with the City Clerk and posted in the offices of the Community Development Department. The Schedule shall only be amended by the City Council and shall not require a recommendation from the Planning and Zoning Commission. The processing fee is applicable regardless of approval of the sign. A permit approved by The Planning and Engineering Department is not valid until the permit fee has been paid in full.