



APPLICANT INFORMATION										
Applicant Name:					Business Name:					
Mailing Address:					City:		State:		ZIP:	
Phone Number:					E-mail Address:					
Applicant's Relationship to Site: Owner <input type="checkbox"/> Renter <input type="checkbox"/> Agent <input type="checkbox"/> <i>If agent, please specify:</i>										
Site Address:					City:		State:		ZIP:	
					OXFORD		MS		38655	
Business Name:					Site Zoning:					
Site/Property Owner Name:					Site/Property Owner Phone Number:					
Sign Contractor Name:					Sign Contractor Phone Number:					
PROJECT TYPE										
Is this a temporary sign? NO <input type="checkbox"/> YES <input type="checkbox"/>			Sign to be displayed during the following dates: <i>(not to exceed 5 days on 6 occasions per calendar year)</i>				to			
Is this a new, permanent sign? NO <input type="checkbox"/> YES <input type="checkbox"/>			Will the sign be erected in a City of Oxford Historic District? NO <input type="checkbox"/> YES <input type="checkbox"/>							
			If "YES," have you applied for a Certificate of Appropriateness? NO <input type="checkbox"/> YES <input type="checkbox"/>							
PROJECT DESCRIPTION										
<i>Applicants must submit a rendering/drawing of their sign in order to receive a City of Oxford Sign Permit.</i>										
Sign Type: <input type="checkbox"/> Awning <input type="checkbox"/> Banner <input type="checkbox"/> Billboard <input type="checkbox"/> Marquee <input type="checkbox"/> Monument <input type="checkbox"/> Projecting/Hanging <input type="checkbox"/> Wall <input type="checkbox"/> Other:										
Is this an illuminated sign? NO <input type="checkbox"/> YES <input type="checkbox"/>			If "YES," please describe:							
Sign Dimensions (length x width x height):			Total Sign Area:		Setback from Curb:		Linear Footage of Building:			
Describe Location of Sign on Site:										
SIGN PERMIT FEE SCHEDULE										
Total Valuation of Sign: \$			<i>Please Note: Applicants must submit documentation from their sign contractor/designer supporting the reported sign valuation estimate in order to receive a sign permit.</i>							
Temporary Sign/Banner								<input type="checkbox"/> \$25.00		
Total Valuation of Sign \$1,000 or Less								<input type="checkbox"/> \$50.00		
Total Valuation of Sign \$1,000 to \$49,000 <i>\$50.00 for the first \$1,000, plus \$6.00 for each additional thousand or fraction thereof, to and including, \$49,999</i>								<input type="checkbox"/> \$		
Total Valuation of Sign \$50,000 to \$99,000 <i>\$369.00 for the first \$50,000, plus \$5.00 for each additional thousand or fraction thereof, to and including, \$99,999</i>								<input type="checkbox"/> \$		
Total Valuation of Sign \$100,000 to \$249,000 <i>\$659.00 for the first \$50,000, plus \$4.00 for each additional thousand or fraction thereof, to and including, \$249,999</i>								<input type="checkbox"/> \$		
Total Valuation of Sign \$250,000 and Up <i>\$1,179.00 for the first \$250,000, plus \$4.00 for each additional thousand or fraction thereof</i>								<input type="checkbox"/> \$		
Re-Inspection Fee for Each Failed Inspection (\$50.00); Replacement Fee for Lost or Misplaced Permit Receipt (\$25.00)								<input type="checkbox"/> \$		
Total Fees										

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate and/or cancel the provisions of any other state or local laws regulating construction or the performance of construction. All signs subject to a final inspection by the Planning Department.

Applicant Signature: _____

Date: _____

Application Approved By: _____

Date: _____

Business Signage FAQs

Before any person shall install signage not exempt from the Land Development Code, such persons shall apply for a Sign Permit for each sign requested with the Planning Department. Any sign proposed within a historic district must first receive a Certificate of Appropriateness from the proper Historic Preservation Commission and may be subject to further requirements. Generally speaking, business signs are limited to two in number; must be installed at least 10 feet from any street; not erected within the public right-of-way; be installed at least 100 feet from any residentially-zoned property.

Some sign types have specific regulations within the City:

Awning/Canopy or Wall-Mounted Signs

- Shall not exceed 200 square feet in size.
- Businesses within 30 feet of the street's edge may calculate their sign's size using the formula one square foot in area for each linear foot of building; businesses more than 30 feet from the street's edge may use the formula two square feet for each linear foot of building.

Banners (Commercial & Temporary)

- One banner, per business, up to 30 days on six separate occasions in a year. (Issued in 5 day increments)
- Limited to 20 square feet in size and must be affixed to the tenant's building.

Mixed-Tenant Signage

- Size of signage determined by the linear frontage of the building that the business occupies.
- Individual business signage is subject to all regulations of the Land Development Code.

Monument/Freestanding Signs

- No taller than 6 feet high and limited to 40 square feet in size.
- One sign per lot if owner's lot has frontage on two public streets and at least 300 square feet on each street; properties with frontage greater than 650 feet may obtain two signs.

Projecting/Hanging Signs

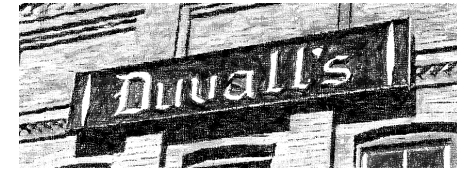
- No bigger than 40 square feet in size; sign area may be increased by one square foot for each 1,000 square feet of building floor area, up to 60 square feet.

Temporary Signs

- Permitted in all zoning districts provided that the signs meet setback and visibility requirements.

For more information, please contact Flint Ussery, Zoning Inspector, at (662) 232-2305 or fussery@oxfordms.net

Examples



Wall-Mounted Sign



Banner



Monument Sign



Projecting Sign



Temporary Sign