

City of New Melle  
145 Almeling St.  
PO Box 114  
New Melle, MO 63365

(636) 828-4807

newmellecity@centurylink.net  
[www.cityofnewmelle.org](http://www.cityofnewmelle.org)

CITY OF NEW MELLE  
**APPLICATION FOR SIGN PERMIT**

APPLICANT: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

LOCATION OF PROPERTY/DEVELOPMENT (ADDRESS/NAME):

\_\_\_\_\_

OWNER(s) (attach additional)

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Surface Area: \_\_\_\_\_

Type of Sign: \_\_\_\_\_

Height of top above ground: \_\_\_\_\_

Structural information: \_\_\_\_\_

Electrical information: \_\_\_\_\_

Erector of sign: \_\_\_\_\_

City of New Melle  
145 Almeling St.  
PO Box 114  
New Melle, MO 63365

(636) 828-4807

[newmellecity@centurylink.net](mailto:newmellecity@centurylink.net)  
[www.cityofnewmelle.org](http://www.cityofnewmelle.org)

Non-refundable Application Fee: For those signs for which a permit is required to be obtained, the permit fee shall be a one-time charge of one hundred dollars (\$100).

Provide a sketch of the proposed sign showing dimensions and proposed materials and a site plan showing the proposed location of the sign on the property.

Any sign permit under which no construction work has been commenced within six (6) months after the date of issuance of said permit or under which proposed construction has not been completed within one (1) year of the time of issuance shall expire by limitation.

A building permit may need to be obtained from the City of New Melle before construction of the sign begins. After obtaining approval of this permit application to erect a sign, call the City Clerk at (636) 828-4807 to ascertain if a building permit is required for the proposed sign.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (additional below)

\_\_\_\_\_  
Date

Note: By affixing signatures to this application form, the Applicant and Owner hereby verify that; they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.