



MARK R. JOHNSON  
Mayor

# CITY OF COVINGTON

## PLANNING AND ZONING OFFICE

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### HDC - APPLICATION FOR SIGN PERMIT

#### BUSINESS:

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cost of Sign

#### SIGN CONTRACTOR:

\_\_\_\_\_  
Sign Contractor's Name

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
License Number

**TYPE OF SIGN:** Fascia  Free Standing  Illuminated  Yes  No

Lumens: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Height: \_\_\_\_\_

Describe supports for the sign: \_\_\_\_\_

#### Attach the following with this application:

1. All applications for permits to display signs within the historic district shall be submitted to the Commission for approval on forms furnished by the Historic District Commission. Sketches and drawings in triplicate showing details of construction and foundation when required by the Building Code of the City delineating size, shape, design, coloring, lighting and position in relation to the building for or upon which it is displayed shall accompany such application. In the design and erection of all signs, the effect of wind shall be carefully considered. The wind load for the sign must be submitted.
2. Written consent of the owner of the property or his agent granting permission for the construction, maintenance and display of the sign or sign structure (if needed).
3. A description of the size and location of all existing signs owned, leased or otherwise being used on the same property by the entity making application for a sign permit.
4. Survey showing proposed location of sign.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPLICANT SHOULD RECEIVE THE FOLLOWING:**

- Copy of applicable district regulations

**My signature certifies that I have received the above.**

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Applicant shall conform to *Minimum Standards*:**

- a. The following general provisions for signs in the HDC-MUOD:
  - i. Light colored letters on a dark background or as approved by the Covington Historic District Commission (CHDC)
  - ii. The use of nationally distributed signs that are not compatible with the character of the building is not allowed unless approved by the CHDC.
  - iii. Window and door signage should complement other facade signage and should not obscure visibility into the business. Signage other than business identification and operating hours must be approved by the CHDC.
- b. No signs shall be displayed or placed in any manner whatsoever so as to disfigure or conceal any significant architectural feature or detail of any building.
- c. What signs may advertise: No sign of any character shall be displayed in the the historic district unless such sign advertises a bona fide business conducted in or on the premises and, if it does do so, not exceeding fifty percent (50%) of the area of such sign may be used to advertise products or commodities actually sold on the premises.
- d. Computation of Frontage: If a building has frontage on more than one public right-of-way, the sign area(s) for each building wall or property frontage will be computed separately. The sign area(s) thus calculated shall be permitted to then be applied to permitted signs placed on each separate wall or property line frontage.

**Application Filing Fee \$ 50.00**

**PAID**  **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_