

ZONING APPLICATION: SIGN PERMIT (Chapter 153.162) \$50 PERMIT FEE*

*A 3% SERVICE FEE (MINIMUM \$2.95) IS CHARGED FOR ALL CREDIT CARD PAYMENTS.

Project Address: _____ Business Name: _____

APPLICANT: _____
 CONTACT NAME: _____ PHONE: _____
 ADDRESS: _____ FAX: _____
 CITY/ZIP: _____ E-MAIL: _____

BUILDING OWNER (if different than Applicant):
 CONTACT NAME: _____ PHONE: _____
 ADDRESS: _____ FAX: _____
 CITY/ZIP: _____ E-MAIL: _____

SIGN CONTRACTOR:
 CONTRACTOR NAME: _____ PHONE: _____
 ADDRESS: _____ FAX: _____
 CITY/ZIP: _____ E-MAIL: _____
 STATE LICENSE NO: _____

Sign Information: New Alter Other _____

Area of Proposed Signage (Sq. Ft.): _____ Building Width (Feet): _____

Area of Existing Signage (Sq. Ft.): _____ Building Height (Feet): _____

Type of Sign: Freestanding Wall Valuation of Sign w/Installation: \$ _____

Description of Work: _____

*Denotes total cost of sign including installation.

NOTICE:

All applicants are required to submit all information identified on the Sign Permit Application Checklist in addition to a completed Sign Permit Application.

In connection with your request for a sign permit, you are hereby giving city staff permission to enter upon your property during normal business hours for the purpose of determining the merits of your request, which may include minor excavation or soil borings.

This sign permit shall expire if the sign has not been constructed or installed within 180 days of issuance. I hereby certify that all information submitted is accurate and true. I understand that inaccurate information may warrant the sign permit null and void. I also agree that all work associated with this permit will be performed in accordance with the Minnesota State Building Code, this application, and any approved plans and/or specifications.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

COMPLETED SIGN PERMIT APPLICATION

SIGN DESIGN DETAILS:

Sign design details that describe the type of sign(s) being proposed are required as part of a sign application. Design details to submit include: Dimensions, sign location, sign message (copy), materials, colors, and lighting type (if applicable). City staff may request additional design details if needed. All designs shall be professionally drawn, shown to scale, and submitted in color.

SQUARE FOOTAGE OF EXISTING SIGNS:

The square footage for all existing signs shall be submitted as part of the sign application.

ADDITIONAL INFORMATION FOR FREESTANDING SIGNS:

*A Building Permit only is required for a freestanding sign, however the following will be required as part of the zoning review **of the Building Permit.***

SURVEY / SITE PLAN: All applicants shall provide proof that new freestanding signs meet all setback requirements by submitting a survey or site plan.

SURVEY: If submitting a survey, the survey must be drawn by a licensed surveyor and show pertinent site details including, but not limited to, property lines, structures, curb cuts, driveways, parking lots, and roads. Surveys shall also show the location of the proposed freestanding sign and setback requirements.

SITE PLAN: If submitting a site plan, the site plan must be professionally drawn and drawn to scale. The site plan must show pertinent site details, including but not limited to, property lines, structures, parking lots, location of the freestanding sign, and setback requirements. Applicants will also be required to verify locations of property lines during a site inspection by city staff. Applicants will need to show iron monuments (property pins) or have a licensed surveyor mark property lines with wood lathe.

BUILDING HEIGHT AND WIDTH: Applicants shall submit building height and width information. This information is required to calculate maximum permitted height and maximum permitted area of signs.

FOOTING DETAILS: Applicant shall submit footing details for all freestanding signs. Footing details for freestanding signs shall be approved and inspected by the Building Inspections Division.