



# Permanent Sign Permit

PROPERTY INFORMATION			
Property Address			
Parcel ID Number			
Gross Building Area			
Number of Tenants			
OWNER INFORMATION			
Owner Name			
Owner Address			
Owner Phone			
Owner Email			
APPLICANT INFORMATION			
Applicant Name			
Applicant Address			
Applicant Phone			
Applicant Fax			
Applicant Email			
PROPOSED SIGNS			
MONUMENT or PYLON SIGNS		WALL SIGNS	
Sign Height		Maximum Sign Height	
Copy and Graphic Area		Maximum Sign Width	
Monument Area			

**OWNER'S STATEMENT**

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature

Date

**APPLICANT'S STATEMENT**

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct. that I understand this is not a permit but only an application for a permit and **work is not to start without a permit;**

Signature

Date

**SUBMITTAL REQUIREMENTS**

The following items must be submitted for a sign permit application to be considered complete. **All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

<b>Application Fee</b>	\$100.00
<b>Site Plan</b>	<p>The site plan must be submitted. The plan must be drawn with a straight edge and to a standard engineering scale. The site plan must include the following information:</p> <ul style="list-style-type: none"> <li>• north arrow</li> <li>• streets labeled</li> <li>• all lot lines with dimensions</li> <li>• driveway location</li> <li>• all known easements</li> <li>• natural features (lakes, creeks, floodplain, or wetlands)</li> <li>• existing structures, with setbacks from all property lines</li> <li>• proposed location of monument signs, with setbacks from property lines</li> </ul> <p>Setbacks must be measured perpendicular from the property line to the closest point of the structure.</p>
<b>Building Renderings</b>	Scaled renderings/elevations must be provided and must accurately depict all existing and proposed wall signs.
<b>Sign Renderings</b>	Scaled renderings of all proposed signs must be submitted.
<b>Other Items As Required</b>	City staff may require that additional items be submitted for full review of a variance application

**If plans larger than 8.5" by 11" are submitted:**

- 2 copies of such plans must be submitted;
- Plans must be folded to a size no greater than 8.5" by 14"