

SIGN PERMIT APPLICATION

<u>Office Use Only</u>
_____ Permit Number
_____ Received By
_____ Date Received

PROPERTY INFORMATION

Property Address				
Parcel ID Number				
Gross Building Area				
Number of Tenants				
Type of Business				
Do you sell any of the following?	Tobacco <input type="checkbox"/>	Alcohol <input type="checkbox"/>	Food-related or edible items <input type="checkbox"/>	NA <input type="checkbox"/>

PROPERTY OWNER INFORMATION

Owner Name			
Owner Address			
Owner City	State	Zip Code	
Owner Phone			

APPLICANT INFORMATION

Applicant Name			
Applicant Company			
Applicant Address			
Applicant City	State	Zip Code	
Applicant Phone	Applicant Fax		
Applicant Email			

PERMIT INFORMATION

Permit Type	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		
Type of Work	<input type="checkbox"/> Freestanding Monument or Pylon <input type="checkbox"/> Wall-mounted <input type="checkbox"/> Banner	<input type="checkbox"/> Search Light / Inflatable <input type="checkbox"/> Real Estate / Leasing <input type="checkbox"/> Other _____	

Detailed Description of Work _____

PROPOSED SIGNS

Illumination Type	<input type="checkbox"/> Internal <input type="checkbox"/> External	<input type="checkbox"/> Dynamic <input type="checkbox"/> None	
Maximum Sign Height		Copy and Graphic Area	
Maximum Sign Width		Setback	

Valuation of Work (Excluding Land) \$ _____

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.**

Application Fee	\$100.00
Site Plan	<p>Two copies of a survey or 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"> • north arrow • streets labeled • all lot lines with dimensions • driveway location • all known easements • natural features (lakes, creeks, floodplain, or wetlands) • existing structures • proposed location of freestanding signs, with setbacks from property lines <p>Setbacks must be measured perpendicular from the property line to the closest point of the structure.</p>
Building Renderings	Two copies of scaled renderings/elevations must be provided and must accurately depict all existing and proposed wall signs.
Sign Renderings	Two scaled renderings of all proposed signs must be submitted.
Other Items As Required	City staff may require that additional items be submitted for full review of a variance application

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. 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

SEPARATE BUILDING AND ELECTRICAL PERMITS MAY BE REQUIRED
