



Sign Plan Review

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

SIGN PLAN REQUEST	
Property Zoning	
Property Area	
Number of Buildings	
Gross Building Area	
Number of Building Tenants	

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.

Signature

Date

SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of vacation applications. The following items must be submitted for a sign plan review application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

Application Fee	\$300.00 unless part of a "Consolidated Development Application" or when a "Complexity Surcharge" is required. Consult with Planner to determine exact fees.
Site Plan	<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"> • north arrow • streets labeled • all lot lines with dimensions • driveway location • all known easements • natural features (lakes, creeks, floodplain, or wetlands) • existing structures, with setbacks from all property lines • proposed location of monument 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	Scaled renderings/elevations must be provided and must accurately depict all existing and proposed wall signs.
Sign Renderings	Scaled renderings of all proposed signs must be submitted.
Written Statement	A written statement must be submitted describing why a sign plan is being proposed.
Other Items As Required	City staff may require that additional items be submitted for full review of the application

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

- 15 copies of such plans must be submitted;
- Plans must be folded to a size no greater than 8.5" by 14"
- One 8.5" by 11" reduction must be submitted.

ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- The sign plan review process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

PROCESS

- A property owner or their representative completes a sign plan review application and submits this application with all required documents to the Planning Division.
- The city sends notification to all property owners within at least 400 feet of the property for which the sign plan is being requested. These property owners are encouraged to comment on the request through the *MyMinnetonka* function on the city's website *eminnetonka.com*. These owners are further invited to attend a Planning Commission public hearing which is held to consider the request.
- City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the request. The written report, which includes all "Neighborhood Feedback" responses, is forwarded to the applicant or their representative and the Planning Commission.
- The Planning Commission holds a public hearing on the sign plan request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the Planning Commission discusses the request and votes to approve or deny the proposal.
- Any person aggrieved by a Planning Commission decision may appeal that decision to the City Council. Appeals must be made in writing to the Planning Division and within 10 days of the Planning Commission's decision.
- By state law, a final decision on a sign plan request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.