

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

SIGN PERMIT APPLICATION Applicant is: Contractor Owner Building _____ Zoning _____

Project Address: _____ email address: _____

Property Owner: _____ Phone # _____

Address _____ Lot: _____ Block: _____

General Contractor: _____

Address: _____

License #: _____ Phone # _____

Email Address: _____

- Residential Commercial Contractor License – Yes _____ No _____ (if no, see application attached)
 Permanent Temporary Temporary Renewal

There are fees associated with sign permits, please include the appropriate amount with your application.
Permanent sign \$180.00, Temporary sign \$75.00, Temporary renewal \$25.00.

- Sign Type- Check all that apply:** Ground/Monument Wall Directory Electronic Variable Message
 Awning/Canopy Hanging Window Projecting Changeable Copy

Please include with this application the following: (Refer to chapter 154.212 of the zoning code for more relevant information)

If the sign is illuminated please follow the standards in section 154.212 subd. (F), and include the specifications of the sign.

- Lineal measurement of the building
 Surface area of sign - calculated based on the smallest single continuous rectilinear perimeter of not more than eight (8) straight lines encompassing all elements of the sign face. See Sign Code 154.212 subd. (F) (1) Surface area calculation
 To scale site plan or survey showing the location of the sign, parcel boundaries, and easements.

SUBMISSION REQUIREMENTS:

Along with this application, please include the written consent of the owner, a scaled drawing showing locations, the configuration of the sign, total area and number of signs and any other information required by the City. For specific requirements, please see attached.

I hereby apply for a sign permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Lake Elmo and with the Minnesota Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

Signature: _____ Date: _____

Fee Owner: _____ Date: _____



SIGN PERMIT SUBMISSION REQUIREMENTS

It shall be unlawful for any person to place, erect, alter or relocate within the City, any sign without first obtaining a permit from the City and making payment of all fees as required by the City's fee schedule. A permit is not required for a change of copy on a changeable copy sign, changing occupant sign panels on a directory sign, repainting, cleaning, or other normal maintenance and repair of any existing sign or its structure as long as the sign copy does not change.

All applications for sign permits shall be filed on a form supplied by the City. Such application shall be submitted with all required information provided and shall contain or have attached thereto the following information:

- a. Date of application
- b. Name, address, telephone number, and, if available, fax and email address of the applicant as well as of the person, firm, corporation, or association erecting the sign.
- c. The written consent of the owner or lessee of the premises upon which the sign is to be erected, or the sworn statement of the applicant that the applicant is authorized by the owner, lessee or other authorized occupant of the premises to erect the proposed sign.
- d. A scale drawing showing the existing and proposed location and dimensions of all buildings, structures, and signs on the subject property. For a ground sign, the drawing shall also indicate the following:
 - i. Distance of the sign from either the face of curb or sidewalk as well as its location relative to other ground signs, driveways, fire hydrants, and any other features of a site that could be obscured by the sign.
 - ii. A landscaping plan around the base of all ground signs.
- e. The configuration of the proposed sign listing the height, width, total square footage, proposed copy, method of construction and attachment, method of illumination and description of all electrical equipment, sign materials and colors, and at least one image showing the location of the proposed sign and its relationship to either the building to which it is to be mounted or the surrounding lot if it is a ground sign.
- f. The total area and number of all signs by type on the subject property both before and after the installation of the proposed sign.
- g. For temporary signs, applications must be accompanied by a signed, written statement acknowledging the ordinance requirements governing the duration of time during which the sign may be displayed.
- h. Such other information as the City may require to ensure compliance with this sign Ordinance and any other applicable laws.