



Sign Permit Application

600 Rice Street East Wayzata, MN 55391

952-404-5300

permits@wayzata.org

2022 FEES:

Permanent: \$114 per sign

Temporary: \$58 per sign

Property Information

SITE ADDRESS	Wayzata, MN
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NAME of BUSINESS

Applicant Information

Applicant:	<input type="checkbox"/> Sign Contractor	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> Other	DATE
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APPLICANT NAME	PHONE NUMBER
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APPLICANT ADDRESS	CITY	STATE	ZIP
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NAME of SIGN COMPANY	STATE LICENSE #
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Send Approved Permit Via:

<input type="checkbox"/> Email: _____	<input type="checkbox"/> Mail	or	<input type="checkbox"/> In Person
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Please **PRINT** legibly

Proposed Use

Residential		Non-Residential	
<input type="checkbox"/> Single-Family	<input type="checkbox"/> Two-Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional <input type="checkbox"/> Other: _____
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Church	<input type="checkbox"/> Public

Measurement of Existing Building (Fronting Principal Streets):	Height:	Width:
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Detailed Description of Work:

List Each Sign Separately Below - Use Additional Application if Necessary

SIGN #1	SIGN #2
Sign Type: <input type="checkbox"/> Permanent	Sign Type: <input type="checkbox"/> Permanent
<input type="checkbox"/> Temporary: Date: From _____ To _____	<input type="checkbox"/> Temporary: Date: From _____ To _____
<input type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Sign Class: <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Ground / Monument	Sign Class: <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Ground / Monument
<input type="checkbox"/> Awning / Canopy <input type="checkbox"/> Identification	<input type="checkbox"/> Awning / Canopy <input type="checkbox"/> Identification
<input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding	<input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding
<input type="checkbox"/> Banner / Poster <input type="checkbox"/> Roof	<input type="checkbox"/> Banner / Poster <input type="checkbox"/> Roof
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, indicate illumination type:	If yes, indicate illumination type:
<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Dynamic <input type="checkbox"/> Backlit <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Dynamic <input type="checkbox"/> Backlit <input type="checkbox"/> None
Sign Materials: _____	Sign Materials: _____
Height: _____ Width: _____ Total Square Footage: _____	Height: _____ Width: _____ Total Square Footage: _____

Checklist of Required Information for Sign Permits

The items listed below constitute a complete application for a sign permit. **Incomplete applications and plans that are deficient require more review time, may be returned for corrections; and delay the issuance of permits**

- Signed and Completed Sign Permit Application

- Two copies of scaled drawings that meet or exceed the standards in the Zoning Ordinance or one PDF version including but not limited to the following:
 - Proposed dimensions and height of each sign
 - **Wall Mounted Sign** - scaled elevation of such building or tenant wall face with sign superimposed
 - **Free standing sign** - scaled site plan indicating the location

- Written consent of the property owner for area identification: temporary off-site real estate signs, wall signs for the tenants located in multi-tenant buildings, special event signs and off-site directional signs.

- Type and size of all existing signs on the property.

*****Separate Building and Electrical permits may be required*****

Acknowledgment and Signature

I hereby apply for a sign permit and acknowledge that the information above is complete and accurate; that the work will be in conformance with the approved plans submitted and follow all ordinances and codes of the City of Wayzata.

Applicant Signature: <i>By electronically signing (or typing) your name, you acknowledge that all information provided is true and correct.</i>	Date Signed:
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~~~~~OFFICE USE ONLY~~~~~

Staff Comment: _____

Date Received:	Authorization to Issue:
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Address Verified:	Zoning District:
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Final Inspection Needed:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Permit#	
Date Issued:	Processed by:
Permit Sent Via:	
Date:	

Permit Fee: _____
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Total Number of Signs: _____
Total Fee: _____