



# Sign Permit Application

600 Rice Street East • Wayzata, MN 55391

952-404-5301 • 952-404-5318 (fax)

www.wayzata.org

### 2019 FEES:

- Permanent: \$100 per sign
- Temporary: \$50 per sign

REV: 1/18

## APPLICANT INFORMATION

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

## I WOULD LIKE MY APPROVED PERMIT...

Emailed: \_\_\_\_\_  Mailed or  Will Pick Up In Person

## PROPERTY INFORMATION

SITE ADDRESS	Wayzata, MN
NAME OF BUSINESS	

## PROPOSED USE:

<u>Residential</u>		<u>Non-Residential</u>	
<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 Street(s):      Height:      Width:

DETAILED DESCRIPTION OF WORK

## LIST EACH SIGN INDIVIDUALLY BELOW. USE AN ADDITIONAL APPLICATION FORM IF NECESSARY

SIGN #1	SIGN #2
<b>Sign Type:</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary: Date: From _____ To _____	<b>Sign Type:</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary: Date: From _____ To _____
<input type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> New <input type="checkbox"/> Replacement
<b>Sign Class:</b> <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Freestanding Monument <input type="checkbox"/> Awning / Canopy <input type="checkbox"/> Search Light / Pennants <input type="checkbox"/> Projecting / Blade <input type="checkbox"/> Real Estate / Leasing <input type="checkbox"/> Banner / Poster <input type="checkbox"/> Other:	<b>Sign Class:</b> <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Freestanding Monument <input type="checkbox"/> Awning / Canopy <input type="checkbox"/> Search Light / Pennants <input type="checkbox"/> Projecting / Blade <input type="checkbox"/> Real Estate / Leasing <input type="checkbox"/> Banner / Poster <input type="checkbox"/> Other:
<b>Illuminated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No 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	<b>Illuminated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No 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
<b>Sign Materials:</b> _____	<b>Sign Materials:</b> _____
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**

- A signed and completed Sign Permit Application form.
- Two copies of scaled drawings that meet or exceed the standards in the Zoning Ordinance, including but not limited to the following:
  - \* Proposed dimensions and height of each sign
  - \* If a **wall mounted sign**, scaled elevation of such building or tenant wall face with sign superimposed
  - \* If a **free standing sign**, scaled site plan indicating the location and required setback of each proposed sign
- 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'S SIGNATURE	DATE SIGNED
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### ~~~~~OFFICE USE ONLY~~~~~

**STAFF COMMENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE RECEIVED:	AUTHORIZATION TO ISSUE:	DATE OF ISSUE:	PERMIT #:	PERMIT FEE: _____  SURCHARGE: _____  OTHER: _____  TOTAL FEE: _____
ZONING DISTRICT:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied ADDRESS VERIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	PROCESSED BY:	PERMIT SENT VIA:	
<b><u>2019 FEES:</u></b> • Permanent: \$100 per sign • Temporary: \$50 per sign			SENT DATE:	