

**City of Prior Lake  
APPLICATION FOR SIGN PERMIT**

Permit No. \_\_\_\_\_

<b>DIRECTIONS:</b> One completed application per sign is required. Applicant is responsible for obtaining a building permit if necessary.	<b>1. PARCEL I.D. OF PROPERTY:</b>
<b>2. APPLICANT:</b> (NAME) (ADDRESS) (PHONE)	
<b>3. OWNER:</b> (NAME) (ADDRESS) (PHONE)	
<b>4. SITE ADDRESS OR LOCATION OF SIGN</b> (PHONE)	
<b>5. TYPE OF SIGN:</b> <i>TEMPORARY (21 DAY MAXIMUM DISPLAY) PERMANENT (WALL/MARQUEE/AWNING/FREESTANDING) Balloon* Banner*Business*Changeable Copy Signs*Construction Signs*Illuminated Signs*Institutional Signs*Lake Service Signs* Multiple Residential Nameplate Signs*On-Premise Directional Signs*Permanent Window Sign*Portable Sign*Subdivision Identification Signs</i>	
<b>6. SIGN DIMENSIONS</b> (square feet) (Height) (Width) (Depth)	<b>10. Estimated Value of Sign</b>  <b>11. Completion Date</b>
<b>7. TYPE OF CONSTRUCTION</b>	
<b>8. PROPOSED DISPLAY DATES</b> (if applicable)	
<b>SIGN PERMITS WILL NOT BE PROCESSED IF THEY ARE INCOMPLETE</b>	
I hereby certify that I have furnished information on this application which is, to the best of my knowledge, true and correct. I also certify that I am the owner or authorized agent for the above-mentioned property, and that all construction will conform to all existing state and local laws and will proceed in accordance with submitted plans. I am aware that the City Planner can revoke this permit for just cause. Furthermore, I hereby agree that City Officials or a designee thereof may enter upon the property to perform needed inspections.	
_____ SIGNATURE OF PROPERTY OWNER/AGENT	_____ DATE
FOR ADMINISTRATIVE USE	
<b>SUBMISSION REQUIREMENTS</b> _____ Completed Application _____ Scale Drawing showing location of sign _____ Plans and Specs _____ Permit Fee \$ _____ (Permit fee is set at time of application according to approved schedule)	
<b>This Application becomes your Sign Permit when approved.</b>	
By _____ City Planner or designee	
Date _____	
This is to certify that the request in the above application and accompanying documents is in accordance with the City Sign Ordinance and may proceed as requested. This document, when signed by the City Planner or designee constitutes compliance with the Sign Ordinance.	
Special Conditions _____	
24 Hour Notice for All Inspections 447-4230 from 9:00 a.m. - 10:00 a.m.	

## SIGN PERMIT APPLICATION CHECKLIST

**PROPERTY ADDRESS:** \_\_\_\_\_

**DEVELOPER:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>FILE NUMBER</b>
<b>DATE SUBMITTED</b>
<b>REVIEWED BY</b>

For City Use Only

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
The following data is required as part of a variance application according to the City of Prior Lake Zoning Ordinance.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by city staff to ensure required materials were submitted.
<b>Application (Subdivision Ordinance Section 1002.200)</b>		
<p>1. A complete Application Form, signed by the applicant and the fee owner of the property. The application shall include the following information:</p> <ul style="list-style-type: none"> <li>• Name, address and telephone number of the property owner, sign owner and erector.</li> <li>• Address and legal description of the sign location.</li> </ul>		
<p>2. A signage plan including the following information:</p> <ul style="list-style-type: none"> <li>• An accurate survey or plot plan of the property, at such scale as the Zoning Administrator shall reasonably require. The Zoning Administrator may also require the applicant locate lot corners on the site to verify the sign location.</li> <li>• Area calculations for each exterior elevation of the building, total building area, and the proposed location of signs on each exterior wall elevation.</li> <li>• An accurate indication on the survey or plot plan of the location, area, and dimensions of each existing wall and freestanding sign and proposed future sign of any type, whether requiring a permit or not.</li> <li>• Lettering or graphic style, lighting, location of each sign on the building, materials and sign proportions.</li> <li>• A duplicate copy of the sign information that the property owner will provide to all tenants with the approved plan.</li> <li>• Plans, specifications, and method of construction or attachment to the building or in the ground, including all dimensions, showing all light sources, wattage, type and color lights, and details of any light shield or shades.</li> </ul>		