

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

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

|  |  |                  |               |                                    |                            |
|--|--|------------------|---------------|------------------------------------|----------------------------|
| DIRECTIONS: 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: (NAME)</b>  |  | <b>(ADDRESS)</b> |               | <b>(PHONE)</b>                     |                            |
| <b>3. OWNER: (NAME)</b>  |  | <b>(ADDRESS)</b> |               | <b>(PHONE)</b>                     |                            |
| <b>4. SITE ADDRESS OR LOCATION OF SIGN</b>   |  |                  |               | <b>(PHONE)</b>                     |                            |
| <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>  |  |                  |               | <b>10. Estimated Value of Sign</b> |                            |
| (square feet)  |  | (Height)         | (Width)       | (Depth)                            | <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. |  |                  |               |                                    |                            |
| _____<br>SIGNATURE OF PROPERTY OWNER/OWNER REP   |  |                  | _____<br>DATE |                                    |                            |
| _____<br>PRINTED NAME OF PROPERTY OWNER  |  |                  |               |                                    |                            |
| FOR ADMINISTRATIVE USE   |  |                  |               |                                    |                            |
| <b>SUBMISSION REQUIREMENTS</b>   |  |                  |               |                                    |                            |
| <input type="checkbox"/> Completed Application<br><input type="checkbox"/> Scale Drawing showing location of sign<br><input type="checkbox"/> Plans and Specs<br><input type="checkbox"/> 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 _____<br>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- 447-9810   |  |                  |               |                                    |                            |