



# SIGN PERMIT APPLICATION

City of Prior Lake | Planning & Zoning  
 4646 Dakota Street SE  
 Office: 952.447.9850 | permits@cityofpriorlake.com

**Date:**

**Permit #**

## SITE INFORMATION

Site Address		Parcel ID		
Owner		Phone		
Email	Subdivision	Lot	Block	Zoning

## PERMIT DETAILS

**Type of Property**       Residential                       Commercial

### Location of Sign

#### Type of Sign - Select all that apply

<input type="checkbox"/> Temporary (30 day Maximum)	Permanent <input type="checkbox"/> Wall <input type="checkbox"/> Marquee <input type="checkbox"/> Awning <input type="checkbox"/> Freestanding		
<input type="checkbox"/> Balloon	<input type="checkbox"/> Banner	<input type="checkbox"/> Business	<input type="checkbox"/> Changeable Copy Signs
<input type="checkbox"/> Portable Sign	<input type="checkbox"/> Illuminated Signs	<input type="checkbox"/> Institutional Signs	<input type="checkbox"/> Lake Service Signs
<input type="checkbox"/> Subdivision Identification Signs	<input type="checkbox"/> Other		

### Sign Dimensions

### Type of Construction (optional)

### Proposed Display Dates (if applicable)

## APPLICANT/CONTRACTOR INFORMATION

Applicant/Company Name		License No	
Address		Email	
City		State	Zip
Contact Person		Phone	

## PROVIDE THE FOLLOWING WITH APPLICATION

Complete application and Fees – permits will not be processed if incomplete

Scale drawing including location of sign                       Plans and specifications

## SIGNATURE

I hereby certify that the information contained herein is correct and agree to do the proposed work in accordance to provisions of the ordinances of the City of Prior Lake. I further 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 assignee thereof may enter upon the property to perform needed inspections.

<b>Signature of Applicant</b>	<b>Date</b>
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### Printed Name

## PERMIT FEE(S)

Temporary Sign	\$55/year	
Permanent Sign Fee (1 <sup>st</sup> 40 sq. ft.)	\$80	
Plus \$.50 x _____ each additional sq. ft.	\$	<b>Total Due \$</b>