



SIGN PERMIT APPLICATION

Temporary & Permanent

APPLICANT INFORMATION

Business/Organization Name:

Contact Name:

Cell Phone:

Business Phone:

Email Address:

Mailing address:

City:

State:

ZIP Code:

SIGN LOCATION

Street Address:

Property Owner:

Parcel ID:

Zoning Classification:

Sketch of sign location on property (please indicate surrounding streets, sidewalks, parking lots and buildings):

SIGN CHARACTERISTICS

Check all that apply.

- On Premise
- Off Premise

- Freestanding Monument
- Freestanding Pylon
- Wall Mounted
- Roof Mounted
- Awning
- Canopy

- Single Faced
- Double Faced
- Internally Lighted
- Externally Lighted
- Rotating

Sign Material

- Block
- Brick
- Vinyl
- Wood
- Metal
- Portable black sign w/ weighted anchors

TEMPORARY SIGN

One temporary sign per property will be approved for no more than 60 consecutive days in a 12-month period.

Display Dates:

Total Square Feet:

PERMANENT SIGN

Total Square Feet:

Freestanding Signs

Height to top of sign from curb of closest street:
Height to bottom of sign from grade level:

Street Frontage (in lineal feet):

Wall Signs

Square footage of building wall:
15% of building wall:
Clearance above finished grade:

or within strip malls

Tenant Suite Width (in lineal feet):

SIGNATURE

Applicant:

Date:

Property Owner (if different from above):

Date:

I hereby certify that I will install the above listed sign according to Sauk Rapids City Code, Section 10.16 and all other applicable codes and ordinances. **Initials:**

I will ensure that no part of the sign is placed in the public right-of-way. **Initials:**

FOR OFFICE USE ONLY

Fees: Temporary - \$40.00

Permanent - \$1/square foot

Date Received:

Entered into the sign permit database

Receipt No.:

Community Development Director/City Planner Approval Signature:

Date: