CITY OF SPRING LAKE PARK
1301 81st Avenue N E
Spring Lake Park, MN 55432
763-784-6491

Sign Permit Application

DATE: ____________________________

NAME OF APPLICANT: ____________________________________________________________

ADDRESS OF APPLICANT: _______________________________________________________

TELEPHONE NUMBER OF APPLICANT: _____________________________________________

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected ____________________________________________________________

New Construction: __________ Remodel: _________ Word Change Only: ________________

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right-of-way and property lines. Said drawing to be prepared to scale.

Attach two (2) blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Name of person, firm or corporation erecting the structure: ________________________________

Address: ____________________________

Is an Electrical Permit required? ____________________________

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

1) To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a Permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the Permit.

2) To authorize and direct the City of Spring Lake Park to remove said sign and sign structure, at the expense of the applicant, where maintenance is not furnished, but only after a hearing and after notice of sixty (60) days, specifying the maintenance required by the City.

3) To provide any other additional information which may be required by the Building Inspection Department.

SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:*****************************************

FEE: ___________________________________________ RECEIPT NUMBER: ________________________________

DATE OF APPROVAL: ___________________ DATE OF ISSUE: ______________________

REASON FOR DENIAL: ____________________________
ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: ________________________________

SQUARE FOOTAGE OF ALL EXISTING SIGNS: ______________________________

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: __________________________

______________________________________________________________

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

IF YOU ARE NOT THE OWNER OF THE PROPERTY, INCLUDE A SIGNED LETTER FROM
THE OWNER GIVING PERMISSION TO ERECT THE SIGN.

NOTE: ALL APPLICATIONS ARE DUE BY NOON ON THE TUESDAY PRECEDEING THE
COUNCIL MEETING.

DRAWING: