



SIGN PERMIT APPLICATION

Dear Sign Applicant:

The City of Big Lake has a sign ordinance in place to allow for orderly placement, aesthetic design and reasonable language to serve the general welfare of the public. The sign ordinance also helps to maintain a quality street façade eliminating tall obtrusive and bulky signs while creating safety for traffic and pedestrians.

At the time of receiving your sign permit application, please review the submittal requirements carefully. If you have any questions about these regulations, such as, if there are exemptions in particular situations, please call the City's Planning and Zoning Department. When completing the application, please think about future upgrades or ideas you may have for your property's signage and show them on your plans. By proposing your full plan up front, you will only be required to pay once and will not have to continue to pay additional fees for further signs and upgrades (i.e. illumination or painted letter signs). Sign permits are valid for one year after your proposal is approved. For example, you can place one sign up immediately, and later that same year finish your other plans. It is important to note once again, that you may not propose or construct anything extra after the application has been approved, that is unless you file for another sign permit.

In conclusion, the city hopes that as you use your sign for publicizing; that it will be an attractive sign that will not only benefit you but also the greater city. If you have any questions about this please contact City Hall at (763) 263-2107. Thank you for working with the City of Big Lake.

Sincerely,

Planning & Zoning Department

**City of Big Lake
APPLICATION FOR SIGN PERMIT
PERMANENT, TEMPORARY OR ANNUAL**

Permit No. _____

DIRECTIONS: One completed application per sign is required. Applicant is responsible for obtaining a building and/or electrical permit (if necessary).

1. PARCEL I.D. OF PROPERTY: _____

2. APPLICANT: (NAME) (ADDRESS) (PHONE)

3. OWNER: (NAME) (ADDRESS) (PHONE)

4. SITE ADDRESS / LOCATION OF SIGN (Attach scale elevation drawing, showing location of sign)

5. TYPE OF SIGN:

PERMANENT _____ ANNUAL TEMPORARY PORTABLE _____ ANNUAL TEMPORARY BANNER _____
 WALL _____ PYLON _____ LIGHTED _____ OTHER _____
 TEMPORARY PORTABLE _____ (displayed for 60 Days max.) TEMPORARY BANNER _____ (displayed for 21 Days max)

6. SIGN DIMENSIONS
 (Square Feet) (Height) (Width) (Depth)

9. Lot Frontage (Lot width at setback line: _____)

10. Building Front Area (Length x Height): _____

7. TYPE OF CONSTRUCTION (if applicable)

11. Date Sign Will be Removed (if temporary): _____

8. PROPOSED DISPLAY DATES (if applicable)

SIGN PERMITS WILL NOT BE PROCESSED IF THEY ARE INCOMPLETE

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 will abide by all sign ordinances and display my sign as indicated on this application. I am aware that the City Administrator 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

SUBMITTAL REQUIREMENTS:

The following items must be completed by the applicant and submitted with the sign permit application form:

- _____ 1. Completed Application Form
- _____ 2. Scale Elevation Drawing showing location of sign (See attached Example)
- _____ 3. Certificate of Survey -for permanent signs other than wall mounted signs (See attached Example)
- _____ 4. Plans and Specifications from Sign Manufacturer
- _____ 5. Freestanding Signs require Structural Engineering Certification
- _____ 6. Permit Fee \$ _____ (Permit fee is set at time of application according to approved schedule)

This Application becomes your Sign Permit when approved.

By _____ Date _____
 City Administrator or Designee

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 Administrator or designee constitutes compliance with the Sign Ordinance.

Special Conditions _____