

Signs in the tables below are exempt signs, signs that do not require a permit or signs that require a permit.

For more Sign Ordinance information and permit Applications please contact the Community & Economic Development Department at (952)-447-9810.

***Note,** if the sign structure is above 7 feet the international building code requires a building permit.

1107.600: EXEMPT SIGNS: All signs not expressly permitted under this Section are prohibited unless exempt from this subsection by statute or by this subsection. The following signs shall be exempt from regulation:

- Incidental signs.
- Public signs.
- Works of art.
- Athletic Field Signs.

1107.700: PERMITTED SIGNS; NO SIGN PERMIT REQUIRED: The signs identified in Table 1 of this subsection are permitted and do not require sign permits. However, their size, area, location and number are regulated by the provisions of Subsections 1107.701 through 1107.716. A brief description of the signs and display guidelines follow Table 1.

TABLE 1 NO SIGN PERMIT REQUIRED	
Address signs	Non-commercial on-premises signs
Building markers	Real estate signs
Community Park event signs	Residential nameplate signs
Construction Signs	Seasonal signs
Election signs	Strings of lights
Employment opportunity signs	Wetland buffer yard signs
Home occupation signs	Window signs
No trespass signs	Yard sale signs

1107.701 **Address Signs:** An address sign located on a home or business near the front entrance shall not exceed two (2) square feet in area. Address signs shall be exempt from the total display area allowed under Subsection 1107.1000.

1107.702 **Building Markers:** One building marker sign not to exceed four (4) square feet is permitted per building in all Use Districts.

1107.703 **Community Park Event Signs:** With approval of a Park Rental Permit for an activity or event in a "Community Park" (as identified in the City's Comprehensive Plan), signage may be utilized for fourteen (14) days prior to, and the duration of a specified event. The Park Rental Permit holder shall be responsible for the removal of all signage at the conclusion of the event. All signs are to be positioned to limit their exposure to residential areas.

1107.704 **Construction Signs:** Signs denoting the project name, name(s) of principal contractors, architects, and lending institutions responsible for construction on the property where the sign is placed, together with other sales related information included thereon. Such signs shall be removed within 10 days after completion of construction or the sale, lease or development of 90% of the property. No more than three such signs shall be allowed at one time. All signage shall maintain a 10 foot setback from the property boundary. Each sign shall not exceed the following size limitations:

<u>Project Area</u>	<u>Sign Size Limit</u>
Under one acre	8 sq. ft.
1.01 to 10 acres	32 sq. ft.
10.01 plus acres	100 sq. ft.

1107.705 **Election Signs:** Any Election signs pertinent to Minnesota Statute 211B.045 shall be permitted on private property in any Use District with the express consent of the owner or occupant of such property. In a State general election year, such signs may not be posted 1more than 46 days before the date of the election and must be removed by those responsible for the erection of the sign or the property owner within 10 days following the State general election. Such signs shall be located at least five feet from all property lines.

Election signs for elections held at other times than a State general election year shall be located on private property and at least five feet from all property lines.

1107.706 **Employment Opportunity Signs:** Signs denoting employment opportunities shall be permitted on a private property in the "TC", "C" or "I" Use Districts with the express consent of the owner or occupant. Such signs shall not exceed 32 square feet and shall be located on the private property where the employment opportunity exists.

1107.707 **Home Occupation Signs:** Signs shall be permitted for the purpose of identifying a home occupation business. Said sign shall be non-illuminated, shall be limited to one sign per residential property, shall be attached to the wall of a dwelling and shall not exceed two (2) square feet.

1107.708 **No Trespass Signs:** "No trespass" and "No dumping" signs not exceeding 2 square feet in area per side and not exceeding 4 in number, per lot, are permitted in the "R," "TC," "C" and "I" Use Districts. In "A" Use Districts, such signs shall not be less than 300 feet apart.

1107.709 **Non-Commercial On-Premises Signs:** One non-commercial on-premises sign may be placed on private property by the owner of the property or by the tenant.

The sign shall be setback five (5) feet from the property line and not exceed 12 square feet in size with a maximum height of four (4) feet from ground elevation.

- 1107.710 **Real Estate Signs:** One real estate sign may be placed per street frontage and one sign per lake frontage on property to be sold or leased. Such signs shall be set back from the property line or right-of-way (whichever is greater), no less than one foot (1') per one foot (1') of sign height. Placement of real estate signs shall have the express consent of the owner or occupant of the property. Such signs shall be removed within ten (10) days following the closing of the lease or sale. The area of any such sign shall not exceed the following:
- 1-2 unit buildings: 6 sq. ft.
 - 3-10 unit buildings: 10 sq. ft.
 - 11 units or more: 32 sq. ft.
- 1107.711 **Residential Nameplate Signs:** One nameplate sign, up to two (2) square feet in area per surface with a maximum of two (2) surfaces shall be permitted for single-family residences. In the "R-2" and "R-3" Use Districts, 1 nameplate sign for each dwelling group of 6 or more units is permitted. Such nameplate sign shall not exceed 6 square feet in area per surface, and no sign shall have more than 2 surfaces.
- 1107.712 **Seasonal Signs:** A maximum of 32 square feet of on-premises temporary signage is permitted per entity for the duration of the sales event.
- 1107.713 **Strings of Lights:** Lights strung by wire, cord or similar means, other than temporary holiday lighting, shall only be allowed in the "TC", "C" and "I" Use Districts. Such lighting is limited to pedestrian areas including plazas, patios, landscape features and primary entries into buildings. No such illumination is allowed in any required setback. No flashing or blinking lights shall be permitted.
- 1107.714 **Wetland Buffer Yard Signs:** Wetland buffer yard signs shall not be removed without the written consent of the regulating agency responsible for their installation.
- 1107.715 **Window Signs:** A business may display one or more window signs, provided the total sign area does not exceed more than 75% of the total window area.
- 1107.716 **Yard Sale Signs:** On-premises yard sale signs are permitted and may be displayed seven (7) days prior to the sale and must be removed immediately after the end of the yard sale. Yard sale signs shall only be placed on private property.

(Amd. Ord. 114-13, publ. 8/2/14, 1107.700-1107.716 in its entirety)

1107.800: PERMITTED SIGNS; SIGN PERMIT REQUIRED: The signs identified in Table 2 are permitted, provided a sign permit is obtained from the City and it complies with the size, area, and number as regulated by the provisions of Subsections 1107.801 through 1107.1004. A brief description of the signs and display guidelines follow Table 2.

TABLE 2 SIGNS THAT REQUIRE A SIGN PERMIT	
Awning signs	Marquee signs
Balloon signs	Menu board signs
Banner signs	Portable signs
Business signs	Projecting signs
Changeable copy signs	Public service signs
Directional signs	Sandwich board signs
Electronic message signs	Shopping center signs
Freestanding signs	Streamer, Pennant signs (noncommercial)
Illuminated signs	Street banner signs
Institutional signs	Subdivision identification signs
Lake service signs	Wall signs

1107.801 **Awning Signs:** In the "TC", and "C" or "I" Use Districts, signs consisting of letters and/or an identification emblem, insignia, initial, or other similar design may be painted or imprinted on an awning, provided the total sign area does not exceed 30% of the awning surface. Awning signs shall be considered as part of the total wall sign square footage allotted to the building.

1107.802 **Balloon Sign:** One temporary balloon sign per lot not exceeding 35 feet in height may be erected for a period of not more than 14 consecutive days in a the "TC", and "C" or "I" Use Districts. In no case shall more than three (3) permits per property be granted during any calendar year. The signs shall be set back no less than 10 feet from the property line or right-of-way line, whichever is greater, and cannot be placed in a location that obstructs the view of motorists. In no case shall balloon signs take up required off-street parking spaces.

1107.803 **Banner Signs:** Banner signs as defined in Section 1107.501 are allowed by permit in the "TC", and "C" or "I" Use Districts subject to the regulations, conditions and limitations of this subsection, churches, schools, and marinas located in an "R" Use District may obtain a banner permit subject to the requirements and conditions in this Subsection.

- 1) One banner sign may be displayed per property.
- 2) The total area of the banner sign shall not exceed 32 square feet, regardless of the size of the building.
- 3) An annual banner sign permit shall be issued for one specified location on the exterior of the principal building, which shall be designated at the time of sign permit issuance.
- 4) Banner signs may be used for advertising an occasion relating to the goods or services sold or provided on the property or to inform the public of an upcoming special event. Banner signs may be used for grand openings,

short term specials, sales events, or special events that are limited in duration or similar event approved by the Zoning Administrator.

- 5) Banner signs shall not be used in place of permanent signage.
- 6) The owner of a building occupied by multiple tenants is responsible for designating the manner in which the tenants will rotate use of the banner.
- 7) All banners shall be securely affixed to the wall of the designated principal building.
- 8) Marinas, churches, and schools may display a banner in the "R" Use District subject to the conditions set out in this subsection. The Zoning Administrator shall have full discretion to permit the banner to be firmly affixed to a permanent structure that is not classified as the principal structure, particularly in cases where the alternative location assists in limiting the banner from the view of adjacent residential properties.
- 9) The owner or tenant of a building with a sign permit may allow an organization or entity to use the banner location to promote a special event. A banner for a special event sign cannot be displayed for more than 30 days prior to the first day of the event. The banner shall be removed at the conclusion of the event.

1107.804 **Business Signs:** In a "TC", and "C" or "I" Use Districts, a wall or freestanding sign that identifies or advertises a business, person, activity, goods, products, or services located "on-premises" is permitted as otherwise provided by this Section.

1107.805 **Changeable Copy Signs:** In the "TC," "C," or "I" Use Districts, this applies to permanent wall or freestanding signs and does not include portable signs. Changeable copy signs will be considered as part of the total wall or freestanding sign area allotted to a property.

1107.806 **Directional Signs:** An off-premises temporary directional sign may be permitted for the purpose of providing direction to a new residential project. The off-premises temporary directional sign may identify a residential development and development company but shall not include sale, lease or contact information. Such signs shall not exceed fifteen (15) square feet per sign face with a maximum height of six (6) feet and a maximum of two (2) sign faces per sign. The signs shall be set back no less than ten (10) feet from the property line or right-of-way line, whichever is greater, and cannot be placed in a location that obstructs the view of motorists. Such signs shall be removed within ten (10) days after completion of construction or the sale, lease or development of 90% of the property. No more than three such signs per residential project shall be allowed at one time.

An on-premises directional sign may be permitted where one-way access and egress drives are approved, a sign indicating traffic direction with a maximum area of six (6) square feet may be placed at a driveway within five (5) feet of the street right of way. Such signs shall be no higher than four (4) feet above the center line of the adjacent street. A directional sign indicating the entrance to a two-way driveway may be approved or required where the Zoning Administrator or designee deems it is necessary to safely direct drivers..

1107.807 **Electronic Message Signs (Dynamic Display Sign):** In the "TC," "C," and "I" Use Districts, one (1) electronic message sign may be permitted per property subject to the size and area requirements identified in Subsection 1107.902 for

freestanding signs. An electronic message sign is a sign that displays messages and graphics that are changed by electrical pulsations.

The following standards shall apply to image duration, transition, and other characteristics of signs with dynamic display.

- 1) Business and Public signs with dynamic display may either have stable text and/or stable images, or they may have scrolling text and/or scrolling images. Signs with dynamic display which contain stable text and/or stable images may not change their text or image more than once every ten (10) seconds. Signs with dynamic display which contain scrolling text and/or scrolling images may not scroll at a rate faster than one (1) word per second, where words contain an average of five (5) characters each.
- 2) For stable text and/or stable images, the transition from one static display to another must be direct and immediate without any special effects except for fading and dissolving that takes less than one (1) second.
- 3) Electronic message signs shall not emit sound.
- 4) Modes which cause the message or images to flash are prohibited.
- 5) Illumination and brightness. Signs with dynamic display shall be limited to 500 NITS from sunset to sunrise. These signs shall be limited to 7500 NITS from sunrise to sunset. Additionally, the sign shall not exceed a maximum illumination of 0.3 foot candles above ambient light level as measured from one hundred (100) feet from the sign's face. All signs with dynamic display having illumination by means other than natural light must be equipped with an automatic dimmer control or other mechanism that automatically controls the sign's brightness to comply with this requirement.
- 6) No sign with dynamic display may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, signal or the safety of the public, or located where it would do so as determined by the City Engineer. If there is a violation of the brightness standards, the adjustment must be made within one (1) business day upon notice of non-compliance from the city.
- 7) Malfunction. Signs with dynamic display must be designed and equipped to freeze the sign face in one position if a malfunction occurs. Signs with dynamic display must also be equipped with a means to immediately discontinue the display if the sign malfunctions. The sign owner or operator must immediately turn off the display when notified by the city that it is not complying with the standards of this ordinance or when owner or operator has notice of the malfunction.

1107.808 **Freestanding Signs:** Freestanding signs are allowed, by permit, as regulated in Section 1107.902 of this Ordinance.

1107.809 **Illuminated Signs:** Illuminated signs are permitted in the "TC" "C" and "I" Use Districts. The signs shall be illuminated only by steady, stationary, shielded light sources that are either directed solely at the sign, or are internal to them, without causing glare for motorists, pedestrians, or neighboring property.

1107.810 **Institutional Signs:** Freestanding or wall institutional signs are permitted in any Use District provided that the total sign area does not exceed 75 square feet. Internally or externally illuminated signs are permitted if the sign is located so it faces an arterial road or collector street as identified in the Comprehensive Land

Use Plan. Reflected glare or spill light from the sign shall not exceed 0.5 footcandle when the source abuts any residential parcel or 1.0 footcandle at any public right-of-way measured at one (1) foot above the ground. Freestanding signs located in an "R" Use District may be no higher than ten (10) feet above the adjacent grade or center line grade of the adjacent street, whichever is higher.

- 1107.811 **Lake Service Signs:** Any business which provides a service related to permitted uses of a lake and is located within 200 feet of a lake may apply for a sign permit to erect a lake service sign. Signs may be placed, when necessary, within the Shoreland Overlay District. Lake service signs shall be no higher than 10 feet above the natural grade level and the maximum size of such a sign is limited to 32 square feet in area. If illuminated by artificial lights, the lights must be shielded or directed to prevent illumination of or over public waters or adjacent residential or commercial properties.
- 1107.812 **Marquee Signs:** In the "TC," "C," or "I" Use Districts, signs may be placed on the vertical face of a marquee and may project from the lower edge of the marquee not more than 24 inches, but the bottom of a sign placed on a marquee shall be no less than 8 feet above the sidewalk or above the center line grade of the adjacent street, whichever is higher, at any point. No part of the sign shall extend above the top of the roof line for a covered walk or above the top of the vertical face of the marquee, whichever is more restrictive. Signs shall not be permitted on a marquee which projects over any public right of way, with the exception of "TC" Town Center Use District.
- 1107.813 **Menu Board Signs:** In the "TC" and "C" Use Districts, two (2) signs per drive-thru lane, equaling 32 square feet or smaller, may be permitted for businesses that serve customers via automobiles. The menu board sign area may be in addition to the permitted walls and freestanding sign area of the business. The applicant shall demonstrate that the proposed sign location will not obstruct pedestrian or vehicular movement.
- 1107.814 **Portable Signs:** A portable sign permit period shall not exceed 30 consecutive days. In no case shall more than three (3) permits per property be granted during any calendar year. The maximum area shall be 32 square feet, and the maximum height shall be six (6) feet. No sign shall be located within a traffic visibility area as defined in Subsection 1101.506. Portable signs shall be located on private property and shall not be displayed off the premises of the business that the sign is intended to advertise, with the exception of signs advertising public and charitable functions approved by the City.
- 1107.815 **Projecting Signs:** Projecting signs are only permitted in the "TC", "C" and "I" Use Districts. Projecting signs located over public right of way shall be located a minimum of seven (7) feet above the natural grade level. The maximum size of a projecting sign is limited to twenty (20) square feet in area. Projecting signs and any support mechanism of the sign shall not project more than 60 inches out from the face of the building.
- 1107.816 **Public Service Signs:** Public service signs shall only be allowed in "TC" and "C" Use Districts and the sign area and height must conform to all the requirements of this subsection.

1107.817

Sandwich Board Signs:

- A. Sandwich board signs (“Sandwich Boards”) are allowed in the “TC”, “C”, and “I” Use Districts for permitted businesses provided the requirements set out in this subsection are met.
1. Unless otherwise provided for herein, only a business/entity in the “TC”, “C”, and “I” Use Districts is allowed to display a Sandwich Board sign in front of their business, subject to the conditions set out in this subsection.
 2. Only one (1) sandwich board is allowed for each business/entity.
 3. Sandwich boards shall not exceed eight (8) square feet per sign face.
 4. Sandwich boards require an annual sign permit. All permit applications shall contain a sketch of the sandwich board, which includes the sign’s dimensions, color, and design, and the placement location, including an accurate to-scale depiction of the sidewalk adjacent to the premises.
 5. Sandwich board permits shall not be transferable.
 6. In determining whether to issue a permit, the Zoning Administrator shall consider the impact on adjacent buildings and pedestrians.
 7. Sandwich boards can be displayed only during the times the entity is open. No sandwich board shall be displayed overnight or when there has been any snow accumulation.
 8. Sandwich boards may only be located on the sidewalk adjacent and near to the entity’s front entrance to the premises.
 9. In no case shall sandwich boards occupy off-street parking space.
 10. In no case shall sandwich boards be used in conjunction with portable signs, as provided in this Section.
 11. Sandwich boards may be placed on a public sidewalk provided that the property owner consents to the terms of a Public Property Use Permit (“PPUP”) which requires the owner and tenant to assume liability for any damage to property or injury to persons related to the sandwich board sign.
 12. Sandwich boards shall not take up more than three (3) feet of sidewalk width and cannot interfere with pedestrian traffic. A sandwich board shall be located with a minimum of three (3) feet of unobstructed clearance on all sides to allow for accessibility along the sidewalk for pedestrians.
 13. A sandwich board sign may not be used instead of permanent building signage.
 14. A sandwich board may be removed by the City if it interferes with any City activities or public safety (for instance, but not limited to, such things as snow removal activities and sidewalk maintenance).
 15. The owner of a building or business who has a valid temporary permit for a sandwich board may allow the sponsor of a “Special Event” to utilize their sandwich board location for a Special Event Sign.
 16. A Special Event Sign may be displayed for 30 days prior to the Special Event. The permit holder must have the Special Event Sign removed at the conclusion of the event.

1107.818

Streamers, Pennants (noncommercial): Temporary streamers and pennants for noncommercial, public and semi-public uses may be erected for a period of not more than 14 consecutive days. A maximum of three (3) permits per property may be granted per calendar year.

1107.819 **Street Banner:** Street banners are permitted in the Town Center, and Commercial or Industrial Use Districts for locations authorized by the City Engineer. Such signs may be displayed 14 days prior to and three (3) days after the public entertainment or event.

1107.820 **Subdivision Identification Signs:** Subdivision identification signs are freestanding, on-premises, permanent signs permitted in the "TC", "C", "I", and "R" Use Districts and used to identify a residential subdivision, a Planned Unit Development, a commercial development, business center, or industrial park.

- 1) **Residential Districts.** Freestanding signs indicating the name of a residential subdivision, or PUD neighborhood with a residential component are permitted for the purpose of permanent identification. At each principal entrance to such an area, a maximum of two (2) signs, not to exceed 50 square feet of sign area per side with a maximum of 2 sides, excluding decorative landscaping and sign base, will be permitted on private property. The maximum height of such signs shall be 10 feet above the natural grade.
- 2) **Commercial and Industrial Districts:** Freestanding signs indicating the name of a business center shall be permitted for the purpose of permanent identification. At each principal entrance to such an area, a maximum of two (2) signs, not to exceed 50 square feet of sign area per side with a maximum of two (2) sides, excluding decorative landscaping and sign base, will be permitted on private property. The maximum height of such signs shall be 10 feet above the natural grade.

In the Town Center, and Commercial and Industrial subdivisions with frontage along TH13, CSAH 42 and CSAH 21, one (1) freestanding subdivision sign may be located along the frontage of TH13, CSAH 42, or CSAH 21. In the TC, TC-T, C-1, C-2, and I-1 districts, the maximum height of the sign shall be 20 feet above the natural grade. In the C-3 district, the maximum height of the sign shall be 10 feet above the natural grade. In the TC, TC-T, C-1, C-2, and I-1 districts, this sign shall not exceed 100 square feet in area per side with a maximum of two (2) sides. In the C-3 district, the sign shall not exceed 80 square feet per side, with a maximum of two (2) sides. Freestanding subdivision signs permitted under this subsection must also be located at least 40 feet from any other freestanding sign.

- 3) **Setbacks.** Subdivision identification signs must be located at least 10 feet from any property line, regardless of the Use District. The sign may not be located within a traffic visibility area as defined in subsection 1101.506.

1107.821 **Wall Signs:** Wall signs are allowed, by permit, as regulated in Section 1107.901 of this Ordinance.

(Amd. Ord. 114-13, publ. 8/2/14, 1107.800-1107.821 in its entirety)

1107.900: PERMITTED SIGN AREA; BUSINESS AND INDUSTRIAL DISTRICTS: The signs regulated by this subsection are on-premises signs that identify or advertise

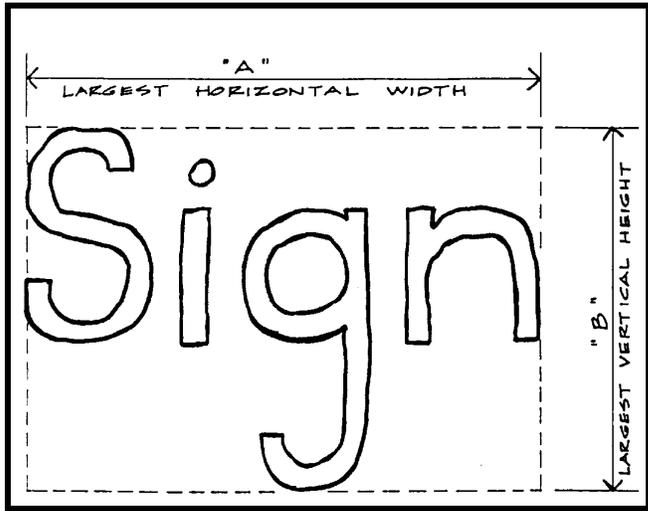
a business, person, activity, product or service ("activity") that occurs on the property where the activity is located. On-premises signs must be located or placed upon private property, be securely built, installed and maintained to conform to the requirements of this Section. Refer to Section 1102.809 for additional sign regulations related to the "TC" Use District.

1107.901 **Wall Signs:** Wall signs are allowed, by permit, in the "TC," "C," and "I" Use Districts.

Except in the "C-3" Use Districts, the total area of permanent wall signs shall not exceed 20% of the area of the total building front; provided, buildings over 3,000 square feet of floor area may add one square foot of sign space for each 100 square feet of floor space over 3,000 square feet. Within the "C-3" Use Districts, each principal building shall be allowed wall signage equal to 10% of the area of the front building elevation facing a public street; provided, multi-tenant buildings with tenant entrances on a side of the building not facing a public street, may have additional signage on those entrance sides with a maximum aggregate area per building elevation of 5% of the area of the front building elevation. In all districts, no individual wall sign may exceed 200 square feet and no wall sign shall project from the building line more than 15 inches. (Additional regulations may apply for specific signs, see Subsection 1107.800)

1107.902 **Freestanding Signs:** Within the "TC," "C," and "I" Use Districts, one (1) freestanding sign is permitted per street frontage. In the "C-3" Use Districts, the maximum height shall be six (6) feet above the natural grade adjacent to the sign. In the "TC", "C-1", "C-2", and "I-1" Use Districts, the maximum height of the sign shall be 20 feet and shall be measured perpendicularly from the highest point of the sign structure to the grade level of the ground directly below that point or the grade level of the center line of the adjacent street, whichever grade level is higher. Except in the "C-3" Use Districts, the maximum size of a freestanding sign shall be 100 square feet per side within a maximum of two (2) sides. Within the "C-3" Use District, the maximum size of a freestanding sign shall be 80 square feet per side with a maximum of two (2) sides. No freestanding sign shall extend beyond a property line, or right-of-way line or be located closer than 40 feet to another freestanding sign. Freestanding signs must be set back at least 10 feet from the property line, or right-of-way line, whichever is greater, with the exception of "TC" District where a freestanding sign may have a zero setback (setback measurement will be from the part of the sign closest to the property or right-of-way line.) (Additional regulations may apply for specific signs, see Subsection 1107.800)

1107.1000: CALCULATING SIGN AREA: The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by drawing a box around the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. The structural supports for a sign, whether they be columns, pylons, or a building, or a part thereof, shall not be included in the calculation of the advertising display area.



**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.	1. PARCEL I.D. OF PROPERTY:
2. APPLICANT: (NAME) (ADDRESS) (PHONE)	
3. OWNER: (NAME) (ADDRESS) (PHONE)	
4. SITE ADDRESS OR LOCATION OF SIGN (PHONE)	
5. TYPE OF SIGN: <i>TEMPORARY (30 DAY MAXIMUM DISPLAY) PERMANENT (WALL/MARQUEE/AWNING/FREESTANDING)</i> <i>Balloon ~ Business ~ Changeable Copy Signs ~ Electronic Message ~ Illuminated Signs ~ Institutional Signs ~ Lake Service Signs ~ Multiple Residential Nameplate Signs ~ On-Premise Directional Signs ~ Permanent Window Signs ~ Portable Signs ~ Subdivision Identification Signs</i> <i>*Note if the sign structure is above 7 feet the international code warrants a building permit.</i>	
6. SIGN DIMENSIONS (square feet) (Height) (Width) (Depth)	10. Estimated Value of Sign
	11. Completion Date
7. TYPE OF CONSTRUCTION	
8. PROPOSED DISPLAY DATES (if applicable)	
SIGN PERMITS WILL NOT BE PROCESSED IF THEY ARE INCOMPLETE	
<p>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.</p>	
_____ SIGNATURE OF PROPERTY OWNER/OWNER REP	_____ DATE
_____ PRINTED NAME OF PROPERTY OWNER	
===== FOR ADMINISTRATIVE USE	
SUBMISSION REQUIREMENTS	
_____ Completed Application _____ Scale Drawing showing location of sign _____ Plans and Specs _____ Permit Fee \$ _____ (Permit fee is set at time of application according to approved schedule)	
This Application becomes your Sign Permit when approved.	
By _____ 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 _____	