



City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432  
763-784-6491 FAX 763-792-7257

## Temporary Sign Permit Request

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Location of building structure  
or lot that sign will be placed \_\_\_\_\_

Dimension of sign and Message  
to be displayed \_\_\_\_\_

Date Sign is to be Erected \_\_\_\_\_

Date Sign is to be Removed \_\_\_\_\_

Attach a sketch showing the position of the temporary sign in relation to the nearest building, structure, public street, right of way and property lines.

\*\*\*All temporary signs may be used for two weeks at a time and for a maximum of six weeks per year. A special permit shall be issued only upon a showing of the applicant's need for the temporary and limited use of a sign for a limited period of time and limited purpose such as the announcement of a grand opening, the announcement of a sale, signs pertaining to businesses of temporary or seasonal character or the like.

\_\_\_\_\_  
Signature

### Office Use Only

Date Issued \_\_\_\_\_

Fee \_\_\_\_\_

Receipt Number \_\_\_\_\_

Date Approved \_\_\_\_\_

Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
Administrator Approval

\_\_\_\_\_  
Building Official Approval