



**CITY OF SPRING LAKE PARK**  
1301 81<sup>st</sup> 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:** \_\_\_\_\_

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**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 PRECEEDING THE COUNCIL MEETING.**

**DRAWING:**