



CITY OF SPRING PARK

SIGN PERMIT APPLICATION CHECKLIST

Applications that are not accompanied by the below required information and documentation are considered incomplete and returned to the applicant:

- Complete and signed application.
- Application fee and escrow check (if applicable).
 - Escrow check will be returned or destroyed; provided all conditions are met, maintained, and no additional consulting costs are incurred as a result of this application.
- Diagrams:
 1. Scaled drawing of the proposed sign face illustrating the sign dimensions.
 2. Information to demonstrate Building and Electrical Code compliance.
 3. Wall signs: Scaled building elevation for wall signs showing:
 - a. Dimensions of the building front elevations for single occupancy building.
 - b. Dimensions of the building front elevations of the tenant bay occupied by the proposed business for multiple occupancy buildings.
 - c. Sign location on the building.
 - d. Location and dimensions of all existing wall signs on the building.
 4. Freestanding Signs:
 - a. Construction details of sign support structure/illumination.
 - b. Sign face dimensions.
 - c. Sign elevation showing sign height.
 - d. Site plan showing sign location.
- A photograph of the potential sign site.

Please note the following:

- Payments can be made by check or online at: <https://www.trafficpayment.com/SelectService.aspx?cid=1286&cname=Spring+Park&sid=24&sname=Minnesota>.
- All other application materials can be sent via email to: jkhoffman@ci.spring-park.mn.us.
- Sign permit applications that clearly conform to the City’s sign ordinance, and require no significant interpretation of the sign ordinance’s meaning and/or intent, can be approved after review by the City Administrator and City Planner.
- Sign permit applications that require a considerable level of interpretation of the City’s sign ordinance, or in the case where either the City Administrator or the City Planner recommend Planning Commission input, the application will be reviewed and either approved, denied, or tabled for further discussion by the Planning Commission at the next scheduled meeting.
 - The Planning Commission meets the second Wednesday of each month at 7 p.m. at City Hall. All applications requiring Planning Commission review need to be received at least 10 working days prior to a Planning Commission meeting in order for the application to be placed on the meeting agenda and considered.

APPENDIX A – 2018 FEE SCHEDULE – CH. 10 - BUILDINGS & BUILDING REGULATIONS AND SIGNS		
§10-98	<i>Sign Permit</i>	Fee
	Temporary Sign Permit	35.00
	Permanent Sign Permit	75.00
	Permanent Sign Escrow Deposit	500.00
	Permanent/Temporary Sign Late Application Fee	50.00

Permit No.	—	SIGN
Expiration Date	_____	



CITY OF SPRING PARK
SIGN PERMIT APPLICATION

APPLICANT INFORMATION:

Applicant is: (Check all that apply)

- Business Owner Property Owner Designer Contractor Other _____

Applicant (Business or Organization Name) _____		Applicant Phone _____	
Applicant Address _____	City _____	State _____	Zip Code _____
Name of Main Contact _____		E-mail Address of Main Contact _____	
Property Owner of Record _____		Property Owner's Phone _____	
Property Owner's Address (if diff. from Applicant) _____	City _____	State _____	Zip Code _____

SIGN DETAILS:

- Temporary Sign Permanent Sign

(In most instances, permanent signage will also require a separate building permit from the City Building Official/MNSPECT)

Address of Sign: _____

Number of Sign(s): Permanent _____ Temporary _____ Replacement _____

Type of Sign(s): _____ Type of Construction: _____

Will the sign be illuminated? Yes No

Size of Sign(s): _____ Color(s) of Sign(s): _____

(Temporary signs are not to exceed maximum sign size of 24 square feet)

Height From Ground to Top of Sign (if pylon): _____

Size of Building or Tenant Bay Front Silhouette (square feet) : _____

Existing Sign(s) on Building/Site (by size): _____

(Location of existing sign(s) on the building/ site must be included on the required scaled drawing as part of this application)

PROPERTY OWNER ACKNOWLEDGMENT AND SIGNATURE:

If the sign is being placed on private property, other than the applicant's property, a signature from the property owner is required.

The applicant has permission to use my property for the sign described in this application:

Printed Name: _____ Date: _____

Property Owner/Agent Signature: _____

APPLICANT ACKNOWLEDGMENT AND SIGNATURE:

In the course of your application for a permit, you may be asked to supply non-public data. The purpose and intended use of this data is to provide a means for the City to evaluate whether you comply with the application requirements for the general permit application. You may refuse to supply the requested data, but this may result in an incomplete application which may result in your application being denied. This non-public data may be reviewed by the City of Spring Park, employees of the City of Spring Park who are assigned to review such information, and the City of Spring Park's legal consultant. In addition, this data may be reviewed by specific advisory boards and subcommittees of the City of Spring Park, who assist the City in evaluating your application. You hereby agree to release the data to those boards and subcommittees for the purpose of effectuating that review.

The undersigned has fully read and understands this application and Spring Park City Code Chapter 10, Article IV: SIGNS regarding sign regulations and agree to respect and obey all regulations of Spring Park's City Code with regard to signs.

The undersigned represents and warrants that the undersigned is authorized to represent, act on behalf of and bind the applicant.

The undersigned hereby represents upon all the penalties of law, for the purpose of inducing the City of Spring Park to take the action requested, that all statements and information contained in this application are true, correct and complete and that all work herein mentioned will be done in accordance with the ordinances of the City. Failures to complete, supply, or falsify any or all information contained within this application will result in a delay or denial or revocation of your permit and/or application.

Also, the undersigned does hereby agree to defend, indemnify, and hold harmless, the City of Spring Park, its officers, employees and agents, for any and all claims, causes of action, lawsuits, losses or expenses, including reasonable attorney's fees and costs, on account of bodily injury, sickness, disease, death, and property damage as the result of any action of the undersigned.

Applicant Printed Name: _____ Date: _____

Applicant Signature: _____

(For office use only)

Date application received: _____	City Planner Recommendation? _____ Yes _____ No
Fee Amount: _____ Receipt/Check #: _____	By: _____ Date: _____
Escrow Amount: _____ Receipt/Check #: _____	Required to forward to PC? _____ Yes _____ No
Property owner permission? _____ Yes _____ No	Did PC Approve? _____ Yes _____ No
Scaled site plan, drawing & elevations? _____ Yes _____ No	Additional conditions attached? _____ Yes _____ No
Bldg & Electrical Compliance Info? _____ Yes _____ No	Date of Approval: _____
Photograph of site? _____ Yes _____ No	Permit #: _____ Date: _____
Building permit required? _____ Yes _____ No	Administrator Approval: _____

Comments: _____

