

CITY OF MINNETRISTA

7701 County Road 110 W Minnetrista, MN 55364
(952) 446-1660

**CONDITIONAL SIGN PERMIT APPLICATION****PERMIT EXPIRES 1 YEAR FROM ISSUANCE**☐ **New Permit**☐ **Renewal**☐ **Permanent**☐ **Temporary****DATE****PROPOSED SIGN LOCATION****PID****APPLICANT(S)** Name / Address / City / State / Zip / Phone / E-mail / Fax**SIGN COMPANY Contact** Name / Address / City / State / Zip / Phone / E-mail / Fax**PROPOSED SIGN IS TO BE LOCATED ON PROPERTY OWNED BY THE APPLICANT****YES****NO****TYPE OF SIGN (See Section 405.03 of City Code)****REQUIRED SUBMITTAL MATERIALS**

- ☐ Plat of property showing plat number, PID, and exact location of sign
- ☐ Letter from owner or lessee of property where sign is to be located giving owner's written permission to have said sign erected on owner's property
- ☐ Detailed dimensional drawing of proposed sign structure including height, calculation of display surface area, description of construction, and materials used
- ☐ Application fee as set by Fee Schedule (\$150.00 as of 12/3/07)

----- OFFICE USE ONLY BELOW THIS LINE -----**LEGAL DESCRIPTION:** Lot ____ Block ____ Outlot ____ Addition ____**SETBACKS:** **REQUIRED (ft)** **ACTUAL (ft)**

ROW _____

ROW _____

Property Lines _____

Other _____

Zoning _____

Sign Height _____

Graphics Height _____

Display Surface Area _____

☐ **Building Permit required for construction. Construction cannot commence until Building Permit and CSP are approved.**☐ No construction of signs in setbacks, easements & ROW.☐ Separate electrical permit required for illuminated signs.☐ Annual inspection required. Permit expires 1 year from date of issuance.☐ Construction shall follow site & sign plans as submitted with permit application.☐**APPROVED BY:****DATE:****PERMIT EXPIRES:**

Paid: _____ Date: _____ Receipt No. _____ By: _____ Updated 8/08