



SIGN APPLICATION

Date received: _____

Received by: _____

Applicant Name _____

Applicant's Mailing Address _____

Applicant's Phone Number _____ (_____) _____

Property Owner's Name _____

Property Location _____

REQUIRED INFORMATION:

- Certified Survey
- Site Plan based on Certified Survey
- Elevation Drawings to Scale
- Construction Plans
- Evidence of Owners permission (letter)

All required information **must** be submitted with application. Please read the sign ordinance that is attached to see if required information applies to your needs.

Plans must include a sketch of your property site showing: any existing building(s), the location of the proposed sign, road right of ways, any easements, and must indicate the location and size of any existing signs on your property including the distance from the lot lines. Wording and design of the proposed sign (both faces) must be shown. Indicate height, width, materials, colors, and support structure of the sign.

The applicant hereby acknowledges the continued validity of this permit. This permit is contingent upon the compliance of all work being done according to the information herein submitted and with the applicable ordinances of Chisago City. Once a completed sign application is filed with the City, and it meets ordinance requirements, the building code and all other laws and ordinances of the City, a sign permit will be approved by the City Administrator or designee.

Applicant's Signature

Date

Application Fee: \$50.00 plus architectural fee when required.

Approved by City Planner: _____ Date: _____

Paid _____ Receipt # _____

Approved by City Administrator: _____ Date: _____