

SIGN PERMIT APPLICATION

Date _____

Application Fee _____ \$20 - Signs 1 to 100 feet²
 _____ \$30 - Signs over 100 feet²

REQUIRED SUBMITTALS:

Drawing/s of the proposed sign and support structure (if any) showing:

- Lettering and Logo Layout
- Sign Dimensions (height and width-for irregular signs measure a box that contains all sign elements)
- Sign Support Structure (including footings for ground, pylon, billboard)

Drawing showing placement of sign on building or lot, including setback from property lines

Application Fee (Payable to City of Waseca)

Site:

Business Name _____ Address _____

Applicant:

Name _____ Address _____ Phone _____ E-Mail Address _____

Property Owner:



Name _____ Address _____ Phone _____ E-Mail Address _____

Sign Installer:


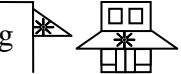




Name _____ Address _____ Phone _____ E-Mail Address _____

Existing Signs: _____ Total number _____ Total Sign Area (feet²)

Proposed Sign Information:

Sign Area: _____ feet² Sign Height: From ground to bottom of sign _____ feet 
 From ground to top of sign _____ feet 

Sign Type:

- | | | |
|---|---|--------------------------------|
| _____ Building Wall  | _____ Canopy or Awning  | _____ Electronic Message Board |
| _____ Ground  | _____ Suspended  | _____ Billboard |
| _____ Pylon  | _____ Projecting  | _____ Temporary |

Illumination:

_____ Internal _____ External _____ Neon

Billboards Only: Spacing Between Proposed Billboard and Nearest Existing Billboard _____ ft.
 Spacing Between Proposed Billboard and Nearest Residential Use _____ ft.

Incidental sign information (number, size), etc. _____

Office Use Only			
Primary Business Frontage	_____ feet x 2 feet ² =	_____ signage feet ²	
Corner Building Frontage	_____ feet x 1 feet ² =	_____ signage feet ²	
Visible Rear Building Frontage	_____ feet x 1 feet ² =	_____ signage feet ²	
Lot Area	_____ feet ²	_____ Maximum Height	_____ Maximum Sign Area
Lot Frontage	_____ feet ÷ 300 =	_____ Number of free standing signs allowed (1 for first 300sf, one for each additional 300sf)	

Variance Required? YES NO

Conditional Use Permit Required? YES NO

Signature:

The undersigned hereby acknowledges that the above information is true and correct, and that all work herein mentioned will be done in accordance with ordinances of the City of Waseca and the State of Minnesota.

Signature of Applicant

Signature of Property Owner

Sign Permit Approval:

Planning Director

Date