

2010 APPLICATION FOR SIGN PERMIT
Ground Sign

Fees: New Sign Installation **\$175** per sign
Alteration or addition to existing **\$85**

CITY OF COON RAPIDS
11155 ROBINSON DRIVE
COON RAPIDS, MN 55433
763-767-6430
FAX: 763-767-6573

STAFF USE ONLY

Date: _____
Permit #: _____
Fee: _____
Receipt #: _____
Zoning: _____

The permit fee must be included with your submission. Incomplete applications will not be reviewed. They will be returned to the applicant. The permit must contain original signatures. Applications submitted by facsimiles will not be accepted.

Address of property where sign will be erected: _____
(Exact business address required)

Business Name: _____

Property Owner: _____

Owner Address: _____ Phone: _____

SIGN CONTRACTOR INFORMATION: (Must be registered with the City of Coon Rapids)

Sign Contractor: _____

Contact person: _____ Date of Birth: _____

Phone: _____ Fax: _____

Address: _____
(Street) (City) (Zip)

Work Intended: _____ Sign Installation _____ Sign Alteration

If *any* work is to be performed by a contractor other than above identified sign contractor a 2007 Supplemental Application for Ground Sign Permit must be completed and attached hereto.

SIGN INFORMATION:

A separate permit application is required for each sign.

Sign Face Length: _____ Sign Face Height: _____ Square Footage of Sign Face: _____

Height of entire structure from grade: _____ Distance from bottom of sign to grade: _____

Materials

_____ Wood _____ Plastic _____ Metal _____ Other (please specify) _____

Illumination (*State Electrical Permit Required*)

_____ External _____ Internal _____ Indirect _____ None _____ Other (please specify): _____

Describe any sign(s) to be removed:

In addition to this completed form, all of the following information must be submitted:

- A drawing of the sign(s), including:**
- Dimensions,
 - Message/content of the sign,
 - Structural drawings (including footings),

Staff use only:
Check box when complete/received

- A sketch site plan, including:**
- North direction and scale,
 - Location of structure(s) on the lot,
 - Dimensions of structure(s),
 - Street names,
 - Placement of proposed sign(s),
 - Placement and size of existing sign(s),

- Property owner approval**

NOTE: This is only an application for a sign permit. No work may be performed until the permit has been issued. Penalties will be assessed for any sign erected before obtaining a permit. Please note that violation of City Code is a misdemeanor and may result in the issuance of a citation requiring your appearance in court.

The undersigned property owner or owner's agent has approved this application. The undersigned further certifies that the proposed sign is in compliance with any approved sign plan on file with the City of Coon Rapids.

Signed: _____
Property owner/agent Print name

Date: _____

The undersigned hereby makes application for a permit for the work herein specified, agreeing to do all work in strict compliance with City Code and hereby declares that all the facts and representations stated in this application are true and correct.

Signed: _____
Applicant/Licensee Print name

Date: _____