



Sign Permit Application

For office use only	
Sign permit #:	
Zoning District:	
Lineal Frontage:	
X Code multiplier:	
=Allowable site signage:	
Permit expiration date:	

Site address

Owner	Mailing address	Email	Phone
Tenant	Mailing address	Email	Phone
Sign company	Mailing address	Email	Phone

Existing signage:

Existing sign #1:	Existing sign #2:	Existing sign #3:	Existing sign #4:	Existing sign #5:
Sign type:	Sign type:	Sign type:	Sign type:	Sign type:
Location:	Location:	Location:	Location:	Location:
Sign square footage:	Sign square footage:	Sign square footage:	Sign square footage:	Sign square footage:

*A photo or other drawing of all existing signage must accompany this application. See "Sign Permit Submittal Criteria"

***Required for all permanent sign requests.

Total existing site signage square footage

TEMPORARY SIGN

*Businesses are allowed eight, eight-day temporary sign permits for each 365-day period.

Type of sign: <input type="checkbox"/> Banner <input type="checkbox"/> Wall <input type="checkbox"/> Flag <input type="checkbox"/> Other: _____	Square footage:
Sign content:	Construction materials: Lighting:
Proposed Dates Sign will be in Use: From: _____ To: _____	
Setback from property lines for ground signs (minimum five feet): front ____ rear ____ side ____	

PERMANENT SIGN

Proposed ground sign Type of sign: <input type="checkbox"/> Ground/pylon <input type="checkbox"/> Monument	Proposed wall sign
Sign content:	Sign content:
Sign square footage:	Sign square footage:*
Sign height (above grade):	Wall area square footage:
Setback from property lines: ____ front ____ side ____ rear	Location of sign:
Construction materials:	Construction materials:
Lighting:	Lighting:

*Wall signs on any building shall not exceed 10 percent of the wall area.

Permit: A separate sign permit is required for each new sign installation.

Fee: The application fee for each permanent sign is \$30 for each permanent sign. No fee for temporary sign permit. Fee shall be paid with the application submissions, and is non-refundable.

Submittal criteria: Sign permit applications must be accompanied by a signed "Sign permit submittal criteria" form.

Signature of contractor or authorized agent

Date

Signature of owner/landlord (if not same as above)

Date

Approval of planning official

Date

Sign permit submittal criteria

Purpose: This sign criteria shall regulate the approval, installation, and placement of signs to promote the health, safety, aesthetics, and economic and general welfare of Courtland.

Procedure for Sign Permit Approval:

1. All proposed signs, either temporary or permanent, shall be reviewed and approved by the City Clerk
2. The applicant or sign consultant shall file with the city a sign permit application form, all of the required submittal information outlined below and the sign permit fee. Applications without all of the detail will be denied.
3. No sign shall be erected, constructed, altered, rebuilt or relocated until a sign permit has been issued by the city.

Submittal information

1. Sign permit application form must accompany every sign permit request
2. Permanent wall signs submittal requirements
 - a. Plan/photo of the building façade showing the location and size of all existing and proposed wall signs and awning signs.
 - b. Scaled building elevation of all building facades with the proposed signs.
 - c. Site plan showing the location and size of all existing free standing signs.
 - d. Sign plan detail illustrating sign size, material, illumination, mounting support, colors, and sign wording content.
 - e. Dimension of the building elevation for each tenant.
 - f. Landlord approval (if applicable).
3. Permanent freestanding signs submittal requirements
 - a. Sign plan detail including construction details of sign and support structure/illumination, materials, color and changeable message boards, and sign content.
 - b. If the sign is over 8', a detailed footing plan signed by a registered professional engineer under the laws of the State of Minnesota must be included in the submittal package.
 - c. Sign dimensions including overall square footage.
 - d. Sign elevation showing sign height from grade.
 - e. Site plan showing sign location on the site.
 - f. Scaled site plan showing the sign location and all property lines, easements and the setback of signs from the property lines.
 - g. Plan/photo depicting all existing signs (including wall signs) upon the site and their dimensions.
 - h. Landscaping plan showing landscaping around the base of the sign meeting Code requirements.
 - i. Landlord approval (if applicable).
4. Temporary Signs submittal requirements
 - a. Sign details showing the type of temporary sign and details of the sign including materials, color and content.
 - b. Sign dimensions.
 - c. If the temporary sign(s) will be wall mounted, a building photo or drawing showing the sign location must be included.
 - d. If the temporary sign(s) will be ground mounted, then a scaled site plan showing the sign location, the property lines, and the setback of the temporary signage shall be included.
 - e. Landlord approval (if applicable).

I hereby state that all required submittal criteria has been submitted with the sign permit application. I understand that if the required information has not been submitted, my sign permit request will not be able to be processed, and I will lose my application fee.

Signature of applicant: _____ Date: _____