

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**SHERBURNE COUNTY ZONING ADMINISTRATION**

13880 Business Center Drive Elk River, MN 55330

763-765-4450 / 1-800-438-0578 Fax: # 763-765-4467 E-mail: zoning@co.sherburne.mn.us

**APPLICATION FOR A SIGN PERMIT** *Revised 3/9/2017*

*(Sherburne County Zoning Ordinance, Section 17, Subd. 1)*

Contractor Name: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Lot Area (acres or square feet): \_\_\_\_\_

Property Address: \_\_\_\_\_

Select all that apply: On premise sign Building Wall Sign Free Standing Sign Off Premise Sign

*(On Premise Sign Fee = \$100, Off Premise Sign Fee = \$250)*

Describe Project: \_\_\_\_\_

\_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH APPLICATION:**

\_\_\_\_\_ Site Plan – Showing proposed sign location, property lines, roads, driveways, easements, existing buildings, septic system and well.

\_\_\_\_\_ Side View Drawing showing proposed sign height, width, distance from ground surface to top of sign and if sign is being placed on a building show width of building.

\_\_\_\_\_ If proposed sign location is close to property line or right-of-way, a survey or property line staking by a licensed surveyor may be required at the applicant's expense.

AGREEMENT: I hereby certify that the information herein is correct and agree to do the proposed work in accordance with the description above set and according to the provisions of the ordinances of Sherburne County, Minnesota. I further agree that any plans and specifications submitted herewith shall become a part of this permit application. I also understand that by applying for this permit, I grant the zoning authority access to the above property for inspections throughout the application and permitting process.

Dated \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Email \_\_\_\_\_ Printed Name of Owner \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Printed Name of Contractor \_\_\_\_\_