



City of Maple Plain
5050 Independence St
P.O. Box 97
Maple Plain, MN 55359
Office: (763) 479-0515
Fax: (763) 479-0519

SIGN PERMIT

APPLICANT INFORMATION

Applicant Name	Company, if applicable
Address	Phone Number
City, State, Zip	Email
Are you the owner of the property? <input type="checkbox"/> Yes. <input type="checkbox"/> No. <i>(If not, property owner information is required.)</i>	

Owner Name	Company, if applicable
Address	Phone Number
City, State, Zip	Email

SIGN INFORMATION

Location of Sign *(Property address or legal description. Site plan required.)*

Temporary Signs (6 - 15 day permits per year.)	Permanent Signs	
<input type="checkbox"/> Letterboard	<input type="checkbox"/> Monument	<input type="checkbox"/> Wall
<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Free standing	<input type="checkbox"/> Projecting
<input type="checkbox"/> Banner	<input type="checkbox"/> Awning / Canopy	<input type="checkbox"/> Directional
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	
Dates: _____	<input type="checkbox"/> Construction Site	<input type="checkbox"/> Development Project

DESCRIPTION, MATERIALS & SPECIFICATIONS

TEMPORARY SIGN Message will be: _____

PERMANENT SIGNS require digital plans including dimensions, materials, lettering, colors, illumination, & support system.

Dimensions & Zoning	Materials	
Total sign area: _____	<input type="checkbox"/> Brick	<input type="checkbox"/> Concrete
Height: _____ Length: _____ Width: _____	<input type="checkbox"/> Wood	<input type="checkbox"/> Metal
Zoning District	<input type="checkbox"/> Prefabricated material	
<input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> MU-G <input type="checkbox"/> MU-D <input type="checkbox"/> MU-B <input type="checkbox"/> I1 <input type="checkbox"/> I2 <input type="checkbox"/> OP	Does sign material match building materials?	
Planned Setbacks	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Front Yard: _____ Nearest Side Yard: _____	Does sign meet City Design Guideline requirements?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Will the sign be illuminated? Yes No *(If yes, electrical permit and inspection required.)*

CHECKLIST OF REQUIRED INFORMATION FOR SIGN PERMITS

The items listed below constitute a complete application for a sign permit. **Incomplete applications and plans or drawings that are incomplete require more review time, may be returned for corrections, and will delay the issuance of permits.** See City Code Article 3 for complete code requirements.

FOR ALL TEMPORARY & PERMANENT SIGNS

- Sign and complete a Sign Permit Application **with sign fee submittal.**

FOR ALL PERMANENT SIGNS

- Provide digital plans of sign with dimensions, materials, lettering, colors, illumination, & support system. Also show building façade with sign placement for wall signs.

FOR PYLON SIGNS

- Include a property site plan that is to scale and includes location of sign and dimensions to the lot lines.
- **Building permit application with \$100 application fee**

REQUIRED INSPECTION INFORMATION

All installed signs must be inspected as detailed below. Please call the number indicated to arrange for an inspection.

FOR ALL WALL MOUNTED SIGNS

Contact City Planner Mark Kaltsas – 612-567-8786 or mark@terra-mark.com.

FOR PYLON SIGNS

Contact Building Official Mike Rosenau at Metro West Inspections Services, Inc. – 763-479-1720.

APPLICANT'S STATEMENT This application should be processed in my name, and I am the party whom the city should contact about this application. To the best of my knowledge, I have completed all of the applicable filing requirements (above). I understand this is only an application for a permit and work is not to start without an issued permit.

OWNER'S STATEMENT I am the owner of the above-described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter.

Applicant Signature

Owner Signature

Date

Date

OFFICE USE ONLY

Fees Collected

- Temporary Sign
\$25 per permit
- Permanent Sign*
\$250

***Building permit also required for all freestanding signs.**

Received By

Approved Denied

Signature: _____

Date: _____

Receipt: _____