

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:

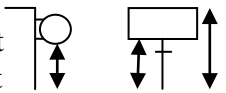
_____ Total number

_____ 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



_____ Ground



_____ Pylon



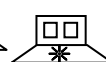
_____ Canopy or Awning



_____ Suspended



_____ Projecting



_____ Electronic Message Board

_____ Billboard

_____ 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 feet² = _____ signage feet²

Corner Building Frontage _____ feet x 1 feet² = _____ signage feet²

Visible Rear Building Frontage _____ feet x 1 feet² = _____ signage feet²

Lot Area _____ feet² _____ 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 & Zoning Coordinator

Date