



Sign Permit Application

600 Rice Street East • Wayzata, MN 55391

952-404-5300 • 952-404-5313

permits@wayzata.org

2021 FEES:

- Permanent: \$108 per sign
- Temporary: \$55 per sign

REV: 01/20

APPLICANT INFORMATION

Applicant is: <input type="checkbox"/> Sign Contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other				DATE
APPLICANT NAME		PHONE NUMBER		
APPLICANT ADDRESS		CITY	STATE	ZIP
NAME OF SIGN COMPANY			STATE LICENSE #	

I WOULD LIKE MY APPROVED PERMIT...

Emailed: _____ Mailed or Will Pick Up In Person

PROPERTY INFORMATION

SITE ADDRESS	Wayzata, MN
NAME OF BUSINESS	

PROPOSED USE

Residential		Non-Residential		
<input type="checkbox"/> Single-Family	<input type="checkbox"/> Two-Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Church	<input type="checkbox"/> Public	

MEASUREMENT OF EXISTING BUILDING (Fronting Principal Streets): Height: Width:

DETAILED DESCRIPTION OF WORK

LIST EACH SIGN INDIVIDUALLY BELOW. USE AN ADDITIONAL APPLICATION FORM IF NECESSARY

SIGN #1	SIGN #2
Sign Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary: Date: From _____ To _____	Sign Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary: Date: From _____ To _____
<input type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Sign Class: <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Ground / Monument <input type="checkbox"/> Awning / Canopy <input type="checkbox"/> Identification <input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding <input type="checkbox"/> Banner / Poster <input type="checkbox"/> Roof <input type="checkbox"/> Other: _____	Sign Class: <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Ground / Monument <input type="checkbox"/> Awning / Canopy <input type="checkbox"/> Identification <input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding <input type="checkbox"/> Banner / Poster <input type="checkbox"/> Roof <input type="checkbox"/> Other: _____
Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate illumination type: <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Dynamic <input type="checkbox"/> Backlit <input type="checkbox"/> None	Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate illumination type: <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Dynamic <input type="checkbox"/> Backlit <input type="checkbox"/> None
Sign Materials: _____	Sign Materials: _____
Height: _____ Width: _____ Total Square Footage: _____	Height: _____ Width: _____ Total Square Footage: _____

CHECKLIST OF REQUIRED INFORMATION FOR SIGN PERMITS

The items listed below constitute a complete application for a sign permit. **Incomplete applications and plans that are deficient require more review time, may be returned for corrections; and delay the issuance of permits**

- A signed and completed Sign Permit Application form.
- Two copies of scaled drawings that meet or exceed the standards in the Zoning Ordinance or one PDF version, including but not limited to the following:
 - Proposed dimensions and height of each sign
 - If a **wall mounted sign**, scaled elevation of such building or tenant wall face with sign superimposed
 - If a **free standing sign**, scaled site plan indicating the location
- Written consent of the property owner for area identification: temporary off-site real estate signs, wall signs for the tenants located in multi-tenant buildings, special event signs and off-site directional signs.
- Type and size of all existing signs on the property.

Separate Building and Electrical permits may be required

ACKNOWLEDGMENT AND SIGNATURE

I hereby apply for a sign permit and acknowledge that the information above is complete and accurate; that the work will be in conformance with the approved plans submitted and follow all ordinances and codes of the City of Wayzata.

APPLICANT'S SIGNATURE <i>By electronically signing (or typing) your name, you acknowledge that all information provided is true and correct.</i>	DATE SIGNED
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OFFICE USE ONLY

STAFF COMMENT: _____

DATE RECEIVED	AUTHORIZATION TO ISSUE: <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	PERMIT #: DATE ISSUED: PROCESSED BY:	PERMIT FEE: _____ <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
ADDRESS VERIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO FINAL INSPECTION NEEDED <input type="checkbox"/> YES <input type="checkbox"/> NO	ZONING DISTRICT:	PERMIT SENT VIA: DATE:	TOTAL NUMBER of SIGNS _____ TOTAL FEE: _____