



City of Anoka

2015 First Avenue, Anoka, MN 55303

Email applications to: Comdev@ci.anoka.mn.us Phone: 763-576-2720 Website: http://www.AnokaMinnesota.com

SIGN PERMIT APPLICATION

SITE ADDRESS: _____

BUSINESS NAME: _____ BUSINESS PHONE #: _____

THE APPLICANT IS: ___ OWNER ___ CONTRACTOR ___ TENANT

CONTACT NAME & PHONE #: _____

PROPERTY OWNER:

NAME: _____

ADDRESS, CITY, STATE, ZIP: _____

PHONE #: _____ EMAIL ADDRESS: _____

APPLICANT:

NAME: _____

ADDRESS, CITY, STATE, ZIP: _____

PHONE #: _____ EMAIL ADDRESS: _____

TYPE OF SIGN (CHECK ALL THAT APPLY)

___ NEW ___ WALL MOUNTED ___ ILLUMINATED-REQUIRES SEPARATE ELECTRICAL PERMIT ___ NON-ILLUMINATED

___ FREE STANDING ___ ALTERATION ___ TEMPORARY ~ DATES FROM _____ TO _____

(TEMPORARY SIGNS ARE GOOD FOR 30 DAYS & NO MORE THAN 3 TEMPORARY SIGNS PER CALENDAR YEAR)

SIZE OF SIGN

*IF A FREE STANDING SIGN, INCLUDE A SKETCH OF LOCATION WITH DISTANCES TO PROPERTY LINE AND PROVIDE THE FOLLOWING:

LENGTH: _____ FT WIDTH: _____ HEIGHT: _____ TOTAL AREA: _____ SQ FT

*IF A WALL SIGN, PLEASE PROVIDE THE FOLLOWING DIMENSIONS FOR THE PROPOSED SIGN:

LENGTH: _____ FT WIDTH: _____ HEIGHT: _____ TOTAL AREA: _____ SQ FT

LINEAL FEET OF LOT FRONTAGE: _____ FT (FOR CORNER LOTS, MEASURE THE SIDE WITH THE LEAST FRONTAGE)

VALUE OF SIGN IF NEW OR ALTERATION: \$ _____

FILING REQUIREMENTS FOR NEW OR ALTERATION SIGNS:

___ TWO COPIES OF SCALED DRAWING OF SIGN; INCLUDE MATERIALS, LETTERING, COLORS, ILLUMINATION AND SUPPORT SYSTEM

___ TWO COPIES OF BUILDING FRONT AND SITE PLAN SHOWING SIGN LOCATION

___ EXISTING SIGNAGE THAT WILL REMAIN:

1) TOTAL SQ FT OF ALL EXISTING SIGNS _____ SQ FT

2) LOCATION OF ALL EXISTING SIGNS-PROVIDE DIAGRAM

3) TYPE OF SIGNS: _____

HOW DO YOU PREFER TO RECEIVE YOUR PERMIT?

___ WILL PICK UP ___ USPS (IF PLANS ARE LARGE, PLEASE PICK UP) ___ EMAIL ADDRESS: _____

NEW SIGN OR SIGN ALTERATIONS: PERMIT FEE ~ \$ 50.00 or TEMPORARY SIGN: PERMIT FEE ~ \$ 15.00
VISA, MC, DSC, CHECK, OR EXACT CASH - IF PAYING WITH CC OVER THE PHONE ADD: \$3.25 FOR CONVENIENCE FEE

TOTAL PERMIT FEE \$ _____

THE UNDERSIGNED HEREBY AGREES THAT IN CASE SUCH PERMIT IS GRANTED; THAT ALL WORK WHICH SHALL BE DONE AND ALL MATERIALS WHICH SHALL COMPLY WITH THE PLANS AND SPECIFICATION THEREFORE HEREWITH SUBMITTED AND WITH ALL THE ORDINANCE OF SAID CITY OF ANOKA AND STATE BUILDING CODE APPLICABLE THEREIN.

OWNER SIGNATURE _____ APPLICANT SIGNATURE _____

PRINTED NAMES _____ DATE _____

COMMUNITY DEVELOPMENT APPROVAL _____ DATE _____