



2012 SIGN PERMIT APPLICATION

City of Robbinsdale

4100 Lakeview Avenue North

Robbinsdale MN 55422

Phone (763)531-1268 Fax (763)531-1200

Applications and additional information can be emailed to: permits@ci.robbinsdale.mn.us

****Please submit one (1) permit application for EACH sign. Do not combine several signs on one application.****

DATE: _____ **PERMIT #** _____

BUSINESS ADDRESS OF PROPOSED SIGN LOCATION: _____

BUSINESS OWNER INFORMATION:

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

BUSINESS OWNER'S DAYTIME PHONE: _____

SIGN INSTALLER'S INFORMATION: (Enter the name of the contractor who will perform the actual installation of the sign. Enter "self" if business owner is performing the installation and attach a "Commercial Property Owner Affidavit")

SIGN INSTALLER'S NAME: _____

SIGN INSTALLER'S ADDRESS: _____

SIGN INSTALLER'S DAYTIME PHONE: _____

SIGN INSTALLER'S CITY LICENSE #: _____

(A City License is required if someone other than the business owner is performing the sign installation)

TYPE OF SIGN (i.e; Wall, Canopy, Free-Standing.....) _____

DESIGNATE ONE OF THE FOLLOWING: _____ PERMANENT SIGN _____ TEMPORARY SIGN
If the proposed sign is a temporary sign, please designate the dates you wish to display the sign; From _____ Thru _____

DESIGNATE THE PROPOSED LOCATION OF THE SIGN: _____

Attach (as needed) a site plan, an as-built survey, drawings, photos, etc. to better clarify the specific location, dimensions, and graphics

SIGN DIMENSIONS: LENGTH: _____ Feet _____ Inches

WIDTH: _____ Feet _____ Inches

IF THE PROPOSED SIGN IS TO BE INSTALLED ON A WALL:

1) DESIGNATE THE FINISHED DISTANCE OF SIGN FROM STRUCTURE: _____

2) DESIGNATE HOW THE SIGN WILL BE MOUNTED TO THE STRUCTURE: _____

IF THE PROPOSED SIGN IS A "FREE STANDING" SIGN:

1) DESIGNATE THE HEIGHT FROM THE GROUND TO THE TOP OF THE SIGN: _____ Feet _____ Inches

PROPOSED SIGN MATERIAL (i.e; Wood, Metal, Plastic): _____

PROPOSED COLORS OF THE SIGN: _____

CONTRACT VALUE OF WORK: \$ _____ (Cost of Materials & Labor)

Signature: _____ **Print Name:** _____ **Date:** _____

(Contractor or Property Owner if owner is performing work)

PERMIT FEE: \$ _____

We accept MasterCard, Visa, American Express, Discover, cash or checks. For charge card payments, please use the attached "Charge Card Information Form".

SIGN PERMIT APPLICATION PROCEDURE

A City License is required for all sign installers

In addition to the permit application please submit the following:

- A “to scale” drawing of each proposed sign, including any and all graphics,
- A “to scale” site plan or survey showing the proposed location and set backs from the property lines of each proposed sign (if applicable),
- A “to scale” drawing and location of each existing sign,
- All proposed materials and colors of each sign,
- All proposed lighting details and wattage of proposed lamp(s) of each sign (if applicable),
- Specifications and structural calculations of each proposed sign (if applicable),
- A footing diagram for each proposed free-standing/monument sign,

Wall Signs Fifty (50) square feet per wall plus an additional one (1) square foot for each foot that the required sign setback is executed to a maximum of one hundred (100) square feet.

Free Standing and Monument Signs Fifty (50) square feet plus an additional one (1) square foot for each foot that the building wall or street frontage exceeds fifty (50) feet in length up to a maximum of one hundred (100) square feet.

Roof Signs Not permitted with wall and free standing signs.

Total Area The maximum total area of signs along any building wall may not exceed one hundred fifty (150) square feet.

Any signs exceeding these requirements would be illegal unless they were granted a variance by the City Council. The permit fee for a permanent sign is \$100 for each sign. Permits for signs erected without having first obtained a permit is subject to a double permit fee and may be considered a misdemeanor.

Signs installed in the downtown area will require a preliminary review by the Design Review Committee and may need further approval by the Robbinsdale City Council.

PLAN REVIEW FEES: When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the sign permit fee. The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

TEMPORARY SIGNS: Temporary signs are limited to fifty (50) square feet per sign. The fee for a temporary sign permit is \$50 for each sign. The temporary sign permit shall be valid for up to thirty (30) days and shall not exceed thirty (30) days in a twelve (12) month period unless otherwise approved by City Council. Permits for signs erected without having first obtained a permit is subject to a double permit fee and may be considered a misdemeanor.

For any further questions or concerns, please contact Rick Pearson at 763-531-1266

CHARGE CARD INFORMATION

(We accept MasterCard, Visa, American Express and Discover)

1) To make a payment by charge card, please furnish the following information:

Type of Charge Card _____

Charge Account Holder's Name _____

Charge Account Number _____

Charge Card Expiration Date _____

2) For security purposes and to guard against fraud, we need the following information:

Numerical Address where Charge Card Bill is Mailed _____

(For example, if the charge card you are using has a billing address of 4100 Lakeview Ave. N., Robbinsdale, MN 55422, the "numerical address" entered on this line is; 4100)

Zip Code where Charge Card Bill is Mailed _____

(For example, if the charge card you are using has a billing address of 4100 Lakeview Ave. N., Robbinsdale, MN, 55422, the zip code entered on this line is; 55422)