



City of Anoka ~ 2015 First Avenue ~ Anoka, MN 55303

Website: www.anokaminnesota.com Phone: 763-576-2720 Email: Comdev@ci.anoka.mn.us

Sign Permit Application

Site Address (1 Application per address) _____

Business Name _____ Business Phone # _____

The Applicant is: Owner Contractor Tenant

Contact Name and Phone # _____

Property Owner

Name _____

Address, City, State, Zip _____

Phone # _____ Email _____

Applicant

Name _____

Address, City, State, Zip _____

Phone # _____ Email _____

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 and no more than 3 temporary signs per calendar year.)

Size Of Sign

*If applying for a **free standing sign**, please include a sketch of the location with distances to property line and provide the following:

(In feet) Length: _____ Width: _____ Height: _____ Total Area: _____ Square Feet

*If applying for a **wall sign**, please provide the following dimensions for the proposed sign:

(In feet) Length: _____ Width: _____ Height: _____ Total Area: _____ Square Feet

Lineal feet of lot frontage: _____ (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 square feet of all existing signs _____ square feet

2) Location of all existing signs - provide a 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** _____

New Sign or Sign Alterations: Permit Fee ~ \$ 50.00 Temporary Sign: Permit Fee ~ \$ 15.00

Visa, Master Card, Discover, check, or exact cash ~ *\$3.25 credit card fee under \$1,000.00. *4% credit card fee over \$1,000.00

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 _____