



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

Website: [www.anokaminnesota.com](http://www.anokaminnesota.com) Phone: 763-576-2720 Email: [Comdev@ci.anoka.mn.us](mailto: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 ~ \$ 75.00      Temporary Sign: Permit Fee ~ \$ 25.00

**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 \_\_\_\_\_