

**APPLICATION FOR SIGN PERMIT**  
**City of Shakopee**  
**129 Holmes Street South**  
**Shakopee, MN 55379**  
**(952) 233-9300**

S.P. No. \_\_\_\_\_

APPLICANT TO COMPLETE NUMBERED SPACES ONLY

1. APPLICANT \_\_\_\_\_  

NAME
ADDRESS
PHONE NUMBER
2. PROPERTY OWNER \_\_\_\_\_
3. PROJECT ADDRESS \_\_\_\_\_
4. PROPERTY I.D. No. \_\_\_\_\_
5. LEGAL DESCRIPTION \_\_\_\_\_  

LOT
BLOCK
ADDITION
6. USE OF STRUCTURE \_\_\_\_\_
7. SIGN COMPANY \_\_\_\_\_  

NAME
ADDRESS
PHONE NUMBER
8. TYPE OF SIGN     WALL SIGN – ON FRONT OF BUILDING                       WINDOW SIGN  
 WALL SIGN – NOT ON FRONT OF BUILDING                       PROJECTING SIGN  
 FREE-STANDING (PYLON) SIGN     ILLUMINATED SIGN  
 AWNING/CANOPY/MARQUEE     TEMPOARY SIGN/BANNER
9. SIGN DIMENSIONS \_\_\_\_\_ FT. BY \_\_\_\_\_ FT.    TOTAL AREA \_\_\_\_\_ SQ. FT.
10. PLEASE ATTACH A SCALED DRAWING OF THE PROPOSED SIGN INCLUDING THE FOLLOWING INFORMATION:
  - A. WALL SIGNS –                      Include the linear feet of the wall on which the sign will be located and the number and dimensions of existing signs located on the same wall of the building.
  - B. FREE-STANDING SIGNS -                      Include the linear feet of street frontage where the sign will be located, the set back distance from public right-of-way, and the height of the sign.
  - C. AWNINGS -                      Include the height of the awning and any attached valance extending over a sidewalk or over public property. Awnings also require a separate building permit.
  - D. TEMPORARY SIGNS/BANNERS - Include the length of time the sign(s) will be posted.
  - E. PROJECT AREA SIGNS – Include the number of project entrances at which signs will be located.
11. SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_
11. SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SPACE BELOW FOR OFFICIAL USE ONLY

TOTAL SQ. FT. OF SIGN	USE ZONE	RECEIPT NO.	<u>APPLICATION APPROVALS</u>
<u>COMMENTS</u>			COMMUNITY DEVELOPMENT DEPT.                      DATE
_____			ENGINEERING DEPT.                      DATE
_____			BUILDING DEPT.                      DATE
_____			
_____			

<u>APPLICATION FEES</u>		
TEMPORARY	\$30.00	
PERMANENT – Wall Sign	\$75.00	
Freestanding Sign	\$125.00	
<b>TOTAL</b>	\$	PL