



4141 Douglas Drive North
 Crystal, MN 55422
 Phone: (763) 531-1000
 Fax: (763) 531-1188
 Website: www.crystalmn.gov



Application for Sign Permit

Temporary

Date _____ Permit No. _____ Rec'd by/Date _____

Site Address	_____
Tenant/Bldg Name	_____

Applicant: Owner Tenant or Contractor

Property Owner	Name/Company _____ Contact: _____ Address _____ City _____ State _____ Zip _____ Email Address: _____ Phone No. _____
Tenant or Contractor	Company _____ Contact: _____ Contact Person (Print) _____ Phone No. _____ Address _____ City _____ State _____ Zip _____ Email Address: _____ Phone No. _____

Type of Sign:

- Pennants
- Banner : Size _____ X _____
- Portable Sign: Size _____ X _____
- Other- specify: _____

Number of signs that will be placed: _____

Description and/or sketch of where the sign(s) will be placed: _____

Dates Sign Displayed: from _____ to _____

* * * (Over) * * *

Sign Details: (i.e. message? shared sign? illumination?) _____

Property Owner's written approval of sign.

The complete Sign Code is available on the city website (www.crystalmn.gov) under Quick Links for Businesses/City Code.

- The temporary use of banners, pennants, portable signs and similar devices requires a permit.
- The permit is valid for seven consecutive days.
- Not more than six permits for each business property may be granted in a 12-month period.
- For business properties with multiple tenants, each tenant may be granted no more than four permits in a 12-month period.
- The permit must be prominently displayed at the principal use.
- Signs may not obstruct or distract the vision of drivers or pedestrians, or detract from the visibility of any official traffic control device.
- A sign cannot contain or imitate an official traffic sign or signal.
- Sign cannot be tacked or posted on trees, fences, utility poles, or other such supports.
- Signs cannot be attached to motor vehicles or trailers.
- Temporary signs shall conform to the same location and dimension requirements as permanent signs.
 - No part of a free-standing sign may be within 10 feet of any lot line
 - No part of a free-standing sign may be nearer than ten feet from a street right-of-way.
 - At street intersections, a sign must not be placed within the 25 foot sight triangle
 - Signs placed on walls cannot exceed 10 % of the area of the wall it is on

Local non-profit/civic organization Yes No

The undersigned hereby certifies upon all of the penalties of the law, for the purpose of including the City of Crystal to take the action herein requested, that all statements on this application have been read and examined and are true and correct, and that all work whether specified herein or not will be done in accordance with the ordinances of the City of Crystal and the laws of the State of Minnesota.

_____/_____
Applicant's Signature/Date

Accepted and approved as submitted:

_____/_____
Property Owner's Signature/Date

STAFF USE ONLY:

Your application is being returned because we are not able to process incomplete applications. Please complete items marked with a "" .*

Initials

Date

Notes:

Copies to be charged to owner: _____

See attached Conditions of Approval

Permit approved by

Date