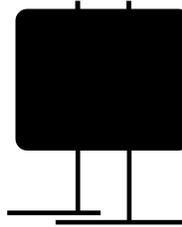




4141 Douglas Drive North
 Crystal, MN 55422
 Phone: (763) 531-1000
 Fax: (763) 531-1188
 Website: www.crystalmn.gov



**Application for
 for
 Sign Permit**

Permanent

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

EACH SIGN REQUIRES A SEPARATE APPLICATION

Site Address	_____
Tenant/Bldg Name	_____

Property Owner	Name/Company _____ Contact _____
	Address _____ Phone No. _____
	City _____ State _____ Zip _____
	Email Address: _____
Licensed Sign Hanger	Company _____ Phone No. _____
	Contact Person (Print) _____ Phone No. _____
	Address _____
	City _____ State _____ Zip _____
	Email Address: _____

Sign Permit Type:	<input type="checkbox"/> Free Standing	<input type="checkbox"/> Projecting	<input type="checkbox"/> Wall	<input type="checkbox"/> Canopy or marquee
Work Type:	<input type="checkbox"/> New	<input type="checkbox"/> Alteration		
Office Use Required Inspections	<input type="checkbox"/> Footing	<input type="checkbox"/> Final	<input type="checkbox"/> No Insp Needed	

Yes No **Will the sign include an electronic readerboard?**
If yes, see handout summarizing City Code 405.03 Subd. 9 and 405.23, available at Quick Links for Businesses (Sign Regulations) at www.crystalmn.gov

FREESTANDING: (Circle One) **Pylon** **Monument**
Sign Face Dimensions: Length: _____ Height: _____ Square Footage: _____
Height of sign measured from the center line of the street nearest the proposed sign location: _____
Street right-of-way frontage in feet: _____ **Distance of sign from street right-of-way:** _____

* * * (Over) * * *

CANOPIES AND MARQUEES:

Sign is on: (Circle One)

Canopy

Marquee

Signs above or below the canopy or marquee are considered projecting signs. (Complete projecting sign section)

Signs on the face of the canopy or marquee are considered wall signs. (Complete wall sign section)

PROJECTING SIGN:

Sign Face Dimensions: Length: _____ Height: _____ Square Footage: _____

Clearance (from grade to bottom of sign): _____ **Height (from grade to top of sign):** _____

Projection from face of building: _____ **Height of building to roof line:** _____

WALL SIGN:

Sign Face Dimensions: Length: _____ Height: _____ Square Footage: _____

Wall Dimensions: Length: _____ Height: _____ Square Footage: _____

Location on Building: (Circle One) North South East West

REQUIRED INFORMATION WHEN APPLYING FOR A SIGN PERMIT:

Please use this checklist to ensure a complete submittal.

- City of Crystal sign permit application *for each sign*.
- Two** copies of plans, drawn to scale, showing the design of proposed sign, type of materials being used for the construction of the sign and method of attachment. Include existing signage that will remain on the property.
- Property Owner's written approval of sign.

If the sign is NOT mounted to a building include:

- Two copies of a Certificate of Survey or two copies of a site plan drawn to scale, indicating the proposed location of the sign, with setback measurements from the property line.
- Stress sheets and calculations showing structure meets dead load and wind pressure requirements of code.

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

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:
<input type="checkbox"/> Copies to be charged to
<input type="checkbox"/> See attached Conditions of Approval

Permit approved by

Date