



SIGN PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Fee – Permanent Sign \$75
Temporary Sign \$50

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Fee Owner and Consent of Application: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Address or General Location of the
Property: _____

Legal Description of Property
Involved: _____

Present Use of Property: _____

Proposed Use of Property: _____

Present Zoning: _____

This application shall be completed in full and shall be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should contact the Community Development Department to determine the specific ordinance and procedural requirements applicable to your application. A determination of completeness will be made by city staff and a written notice of application deficiencies shall be mailed to the applicant.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application

should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has signed this application.

I will keep myself informed of the deadlines for submission of materials and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. An estimate shall be provided prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Application Fees

1.	Non-refundable fee –	
	Permanent Sign	\$75
	Temporary Sign	\$50

Items to Accompany Application

1. Application Form
2. Application Fees
3. Items as specified within the Checklist provided, unless otherwise indicated by City Staff.
4. Proof of Ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement) or letter from property owner granting approval.

Acceptance of Application

The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by the Development Advisory Committee. City engineering approval may be required. Application materials shall meet engineering requirements set forth by the city engineer or as stated within the city code.

Date Received: _____ Date application deemed complete: _____

Application Fee: _____

City Planner

Date

SIGN PERMIT – CHECKLIST

Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.

Please Note: In general, when a sign permit is needed, the permit application shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details when applicable, location on property, and the message to be displayed. Additional information and inspections may be required by the Building Department, please contact Rick Sames, Building Official, upon application for a sign permit.

CHECKLIST ITEM	DATE RECEIVED
Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.	
Clear and legible drawings with description of the colors, construction materials, and sign dimensions.	
Written authorization from the property owner for the sign to be located on the property.	
When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, materials of the sign, and any additional items as required by the Building Official.	
Other Supplemental Information as requested by Staff	

Application certified as complete by:

Name: _____

Date: _____