



Permit # \_\_\_\_\_

## City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

### Application for Sandwich Board Sign Permit

Business/Organization Name: \_\_\_\_\_

Sign Location Address: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

\_\_\_\_\_ **Attach Sign Rendering or Photo:** Include front- and side-view images of the sign to be displayed under the permit approval. Signs must be constructed of durable materials, using professional craftsmanship. Per Osseo City Code, signs utilizing removable changeable copy letters are not allowed. **(NEW PERMITS ONLY)**

\_\_\_\_\_ **Attach Location Diagram:** Include a dimensioned drawing showing the sign location in relation to storefront, store entry, curb, and permanent features in the sidewalk right-of-way (benches, outdoor seating area, etc). The sign shall be placed only on the business property or on sidewalks directly abutting the business property. A 5-foot-wide continuous clear area of sidewalk must be maintained at all times. No signs of any type shall be placed in the landscaped areas along Central Avenue. **(ALL PERMITS)**

#### Sign Size

Face Height: \_\_\_\_\_ (Max. 3')      Face Width: \_\_\_\_\_ (Max. 2')      Depth: \_\_\_\_\_ (Max. 2')

Sign Materials used: \_\_\_\_\_

#### Applicant Information:

**I understand that the following policies will be enforced (please initial each item):**

\_\_\_\_\_ All sandwich board signs must have a City of Osseo permit for the current year. Tags may be displayed on the sign or a copy of the permit may be available in the business for inspection.

\_\_\_\_\_ The sign shall not be placed so as to obstruct pedestrian or vehicular traffic. A 5-foot-wide continuous clear area of sidewalk must be maintained at all times. A sign that is located outside of the approved permitted area indicated on the Location Diagram may have its permit revoked.

\_\_\_\_\_ The sign must be removed from display when the business is not open.

\_\_\_\_\_ Failure to comply with any of the provisions of this section may cause a revocation of the permit.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Any email address provided may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.*

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*For City use only:*

Approved by: \_\_\_\_\_ Date received: \_\_\_\_\_ Check/Receipt #: \_\_\_\_\_

Original Permit Number: \_\_\_\_\_ Renewal:  Yes (**\$10 Fee**)  No (**\$25 New Application Fee**)

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**Attach Sign Rendering:** Include front- and side-view images of the sign to be displayed under the permit approval. Signs must be constructed of durable materials, using professional craftsmanship. Per Osseo City Code, signs utilizing changeable copy letters are not allowed. Signs featuring chalkboard areas or other changing messages may indicate where changing text will be featured on the design.

**Location Diagram:** Indicate dimensions for sign location in relation to storefront, store entry, curb, and permanent features in the sidewalk right-of-way (including lampposts, benches, outdoor seating area, etc). The sign shall be placed only on the business property or on sidewalks directly abutting the business property. A 5-foot-wide continuous clear area of sidewalk must be maintained at all times. No signs of any type shall not be placed in the landscaped areas along Central Avenue. The diagram may be attached as a separate document.