



Fee: _____
 Receipt/Check #: _____

City of Osseo

415 Central Avenue
 Osseo, MN 55369-1195
 P 763.425.2624 F 763.425.1111
www.DiscoverOsseo.com

Gateway Sign Message Application

The information provided on this form 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.

<u>Business or Event Name</u>					<u>Contact Person</u>					
<u>Business or Event Address</u> Osseo, MN					<u>Phone Number</u>					
<u>Email</u>			Number of Slides Requested: <i>A fee of \$100 per slide/week must be included with every message application.</i>							
Message Requested: <i>The City may edit any messages being displayed in any manner deemed necessary (e.g., clarity, length, etc.) Brevity & a maximum of ~50-60 characters recommended.</i>										
Graphics Requested? _____ No _____ Yes (if yes, circle one:) <i>Custom graphics for display the following week must be submitted to mbaier@ci.osseo.mn.us by the deadline. For optimum display, full screen graphics should be 630 x 1260 pixels or larger.</i>							Stock Image		Graphic to be Provided <i>JPG or BMP format only</i>	
Message Scheduling <i>Messages will be programmed once per week. Applications must be received by 7:30 am on Thursday for messages to be displayed the following week. Monday mid-day – Monday mid-day is the standard schedule. However, shorter display periods within that time frame are also allowed.</i>										
<u>Specify Start Date/Time, if not Monday mid-day</u>					<u>Specify End Date/Time, if not Monday mid-day</u>					
<i>By signing below, I signify that I understand that City staff will be solely responsible for reviewing applications in accordance with the Gateway Sign Policy. Any decision made by City staff under this Policy may be appealed to the City Council upon written notice of the applicant's intent to appeal. Written notice must be provided to the City Administrator within 10 days of the time upon which the administrative decision being appealed is made. The applicant must pay any fee prescribed for administrative appeals in the City's official fee schedule before any appeal will be heard.</i>										
Applicant Signature:					Date:					
Administrative Approval			Fee			Date				