



Permit # _____

City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

www.DiscoverOsseo.com

Sign Permit 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.

Applicant Name	Date
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Applicant (Address) (Phone) (Email)
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Sign Location (Address) (Attach to-scale or dimensioned wall layout diagram or site plan)
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Property Owner (Name) (Address) (Phone)
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Builder (A separate building permit is required for construction and mounting of new signs) (Name) (Address) (Phone)
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Type of Sign (Circle all that apply) (Attach to-scale or dimensioned drawings of sign and construction/mounting documentation)

New	Alteration	Repair	Relocate
Wall Mounted	Freestanding	Monument	Pylon
Illuminated	Non-illuminated	Permanent	Temporary (From Date - Date)

Size of Sign (Height) (Width) (Depth)	Size of Wall (Wall mounted signs) (Height) (Width)
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Size & location of <u>EXISTING SIGNS</u> on building / property (Attach to-scale or dimensioned wall layout diagram or site plan)
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Sign materials used

Contracted Purchase Price (Attach invoice or contract)	Estimated Date of Completion
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Is the sign located on a public drainage or utility easement? (Circle one) Yes No
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The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted with all the ordinances of the CITY OF OSSEO applicable thereto.

Applicant Signature	Date
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ALL SIGNS

All permits applications must provide a site plan to scale showing sign placement and the location of lot lines, buildings, structures, parking areas, existing and proposed signs, and any other physical features.

Per city code, if a person begins work on any sign for which a permit is required without having secured the necessary permits therefor, either previous to or on the date of commencement of such work, s/he shall, when subsequently securing said permit, pay double the fee provided for such permit.

PERMIT FEES

TEMPORARY SIGNS

The fee for a permit for the temporary use of banners, pennants, and similar devices shall be in the amount of **\$25**. Permits shall be available only for business proprietors at their place of business and shall be available at the frequency of two permits per proprietorship during any twelve-month period. (See sign ordinance for more restrictions.)

PERMANENT SIGNS

All permit applications must be accompanied by proof of contract of purchase price.

Valuation of sign(s) **Fee**

\$1 to \$500	\$30
\$501 to \$1,000	\$30 for the first \$500, plus \$5 for each additional \$100 or fraction thereof, to and including \$1,000
\$1,001 to \$2,000	\$55 for the first \$1,000, plus \$10 for each additional \$500 or fraction thereof, to and including \$2,000
\$2,001 and higher	\$75 for the first \$2,000, plus \$15 for each additional \$1,000 or fraction thereof

<i>For office use only:</i>	
Fee \$ _____	Is a variance required? ___ Yes ___ No
Administrative approval _____	Date _____
Requirements:	

