



# Sandwich Board Sign Permit Application

City of Long Lake  
450 Virginia Avenue  
PO Box 606  
Long Lake, MN 55356  
Phone: (952) 473-6961

PERMIT NO.: \_\_\_\_\_

DATE REC'D: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE ISSUED: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\* PERMIT FEE - \$60 PER SIGN\*\***

**PERMIT IS VALID FOR ONE CALENDAR YEAR BEGINNING JANUARY 1, AND ENDING DECEMBER 31.** Permits purchased after January 1 in any given year will also expire December 31 of that year; and permit fees will not be pro-rated. The permit fee for Sandwich Board Signs installed without a permit will be double the regular permit fee. Sandwich Board Signs placed in violation of the ordinance may result in immediate removal of the sign and denial of the business' temporary sign permit privileges for the remainder of that year. Sandwich Board Signs displayed without approved permits shall be disposed of at owner's expense.

## Site Information

Site Address: \_\_\_\_\_ Suite/Unit#: \_\_\_\_\_

Zoning District: \_\_\_\_\_

## Owner & Applicant Information

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant / Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

## Applicant Signature

*If not the property owner, applicant has been authorized by the property owner to apply for this permit on owner's behalf. Applicant has received a copy of the informational handout entitled "Sandwich Board Sign Information" and hereby agrees to comply with all rules and regulations governing signage consistent with the City Code of Ordinances and Zoning Ordinance.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## Sandwich Board Sign Information

(1) **ATTACH DRAWINGS OF PROPOSED SIGN AND SITE PLAN.** Site plan shall include the proposed sign location in relation to the building entrance on-site, and the sidewalk location with sidewalk width. Please note that this application will not be considered complete unless the required drawings and site plan are attached.

### (2) SIZE OF SIGN

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Total Area: \_\_\_\_\_ SQ FT

Total Sign Height From Ground: \_\_\_\_\_ Width of Sidewalk: \_\_\_\_\_

Distance From Front Building Entrance: \_\_\_\_\_

(3) **MATERIALS.** Please list ALL sandwich board sign materials proposed in detail, with explanations as needed:

\_\_\_\_\_  
\_\_\_\_\_

## FOR OFFICE USE ONLY

REQUIRED Submittals Attached: Drawing of Sign - Y / N (CIRCLE ONE) Site Plan - Y / N (CIRCLE ONE)

Approved - Y / N (CIRCLE ONE) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Initials: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cash or Check #: \_\_\_\_\_