



## APPLICATION FOR SIGN PERMIT

CITY OF JORDAN  
210 EAST FIRST STREET  
JORDAN, MN 55352  
952-492-2535

APPLICANT NAME: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

I/We, the undersigned, hereby make the following application to the City Council and Planning Commission of the City of Jordan, Scott County, Minnesota. (Applicants have the responsibility of checking all applicable ordinances pertaining to their application and complying with all ordinance requirements):

1. Application is hereby made for to construct or install a sign at the following address:

\_\_\_\_\_

2. Legal description of land affected by the application:

\_\_\_\_\_

3. Name, address and phone number of present owner of above described land:

\_\_\_\_\_

4. Zoning District in which the sign will be located:

5. Type of sign: \_\_\_\_\_ Free-standing pole sign \_\_\_\_\_ Ground mounted free standing \_\_\_\_\_ Temporary Sign  
\_\_\_\_\_ Sign affixed to surface of the building \_\_\_\_\_ Sign on an awning or canopy \_\_\_\_\_ Directional \_\_\_\_\_ Mural

6. Sign Dimensions: \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Total Square Feet

7. Number of faces on the sign: \_\_\_\_\_ One \_\_\_\_\_ Two

8. Proposed setbacks: \_\_\_\_\_ (feet) Front yard \_\_\_\_\_ (feet) Side 1 \_\_\_\_\_ (feet) Side 2 \_\_\_\_\_ (feet) Rear yard

9. If any other signs are currently located on the site, please provide total square footage of existing sign or signs anticipated to be removed:

10. Will the sign be lit? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, provide a description of the lighting.

\_\_\_\_\_

11. Attach copies of a site plan illustrating the proposed location of the sign(s) and a drawing depicting the sign, both with dimensions/setbacks clearly defined. No sign shall be placed in an easement or public right-of-way.

*\*All signs must comply with Chapter 154 Zoning Ordinance SEC. 154.240 and other applicable codes.*

*\*\* A building permit may also be required depending on the size and location of the sign.*

I certify that all information submitted is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owners' Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_ DATE COMPLETE: \_\_\_\_\_ IF INCOMPLETE, DATE LETTER SENT TO APPLICANT: \_\_\_\_\_

FEE PAID: \_\_\_\_\_ DATE FEE PAID: \_\_\_\_\_ FILE # \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ BY: \_\_\_\_\_

DATE OF ACTION: \_\_\_\_\_

DATE APPLICANT/PROPERTY OWNER NOTIFIED OF CITY STAFF ACTION: \_\_\_\_\_

DATE SIGN PERMIT ADDED TO PROPERTY ADDRESS FILE: \_\_\_\_\_