



**CITY OF MONTICELLO**  
 Community Development & Dept. of Building S  
 505 Walnut Street, Suite 1  
 Monticello, MN 55362  
 (763) 295-2711 • [info@ci.monticello.mn.us](mailto:info@ci.monticello.mn.us)

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

## Sign Permit Application

PROPERTY INFORMATION			
Property Address			
Property Legal Description			
Property ID Number			
PROPERTY OWNER INFORMATION			
Owner Name			
Owner Address			
Owner Phone/Email	( ) /		
APPLICANT INFORMATION			
Applicant Name			
Applicant Address			
Applicant Phone/Email	( ) /		
Applicant is (check one):	Property Owner	Tenant/Leasee	Contractor

PROPOSED SIGNAGE TYPE <i>(Pylon, Monument, Wall, Directional)</i>	Length	Width	Total Square Feet	Height <i>(Pylon/Monument)</i>
Dimensions of building façade facing public street (up to 2 public streets may be included)				N/A
				N/A
Will the sign include illumination? Circle one.	<b>Internal</b>		<b>External</b>	<b>None</b>
If illuminated, is a photometric or NIT specification provided with the application?			<b>Yes</b>	<b>No</b>

**REQUIRED PLAN INFORMATION:**

- Applications for permits **must** comply with the requirements of Monticello Zoning Ordinance Section 2.4 for sign permit application.
- Applications must be accompanied by accurately dimensioned drawings of the sign and support. The drawings shall include calculation of the gross surface area of the sign (as required in the Monticello Zoning Ordinance, Section 4.5). Drawings shall include materials specifications, including any illumination proposed. Wall signage must include specific information on relief design (channel, panel, cabinet, etc.)
- For illuminated signs, including externally illuminated signs, applications **must** include lighting specifications. A photometric plan may be required. LED signs must be accompanied by specifications and NIT measurements.
- All free-standing (monument and/or pylon) signage **must** be accompanied by a certificate of survey illustrating proposed location of sign(s).
- Structural Engineering of the sign and supporting structure may be required.
- Dynamic display applications must be accompanied by a signed license agreement.

**Applications submitted without the above information will not be accepted and will be returned.**

EXISTING SIGNAGE ON PROPERTY			
Is this property part of a Planned Unit Development or included in a Conditional Use Permit for Coordinated Sign Plan?		Yes	No
Is there an existing electronic message board on the property?		Yes	No
Are existing signs being removed as part of this project? (Explain below)		Yes	No
Type of Sign	Location of Sign	Total Square Footage	Height
<b>Applications submitted without the above information <u>will not be accepted</u> and will be returned.</b>			

Property Owner's Statement	
I am the fee title owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approval that have been previously granted.	
(Signature)	(Date)

Applicant's Statement	
This application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and Minnesota Building/Fire Code. The documents and information I have submitted are true and correct. I further understand that this is not a permit, but only an application for a permit and work is not to start without a permit.	
(Signature)	(Date)

Computation of Fees	
Value of Sign	\$ _____
Fee: \$ _____ Permit: # _____	Fee based on: \$50 for the first \$1,000, \$10 for each additional \$1,000

CITY REVIEW INFORMATION – INTERNAL USE	
Inspections Required:	<input type="checkbox"/> <input type="checkbox"/>
Conditions of Issuance:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Application Approved Date/By	/
Investigation Fee:	\$ _____
Reason for Investigation:	