

# SIGN PERMIT APPLICATION



**City of Alexandria**  
 704 Broadway | Alexandria, MN 56308  
 Ph: (320) 763-6678 | Fax: (320) 763-3511  
 www.ci.alexandria.mn.us

Application # _____	Date App. Received    ___/___/___ Date Permit Approved    ___/___/___	Fee Collected \$ _____
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**A. Applicant/Contractor Information**

Applicant Name (Last, First, MI) \_\_\_\_\_ Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Applicant Email Address \_\_\_\_\_ Licensed Sign Hanger  Yes  No License # \_\_\_\_\_

**B. Property Information**

Address of Subject Property \_\_\_\_\_ PIN: \_\_\_\_\_

Owner Name \_\_\_\_\_ Business Name \_\_\_\_\_

Owner Contact Information (Phone/Email) \_\_\_\_\_ Zoning Classification \_\_\_\_\_

**C. Type of Sign**

**Check Applicable Request(s):**

Wall/Building     Freestanding     Temporary     Dynamic/Electronic Graphic/Video Display

Off-Premise     Other (Specify \_\_\_\_\_ Attach Narrative)

Illuminated:  Yes     No                      State Permit Required:  Yes     No

**D. Sign Details**

Width \_\_\_\_\_ x Height \_\_\_\_\_ = Total Sq. Ft. \_\_\_\_\_ (Provide separate calcs. for all signs)

**\*Attached detailed photo/graphic of signage, including all measurements.**

<p style="text-align: center;"><b><u>Complete for Wall/Building Signs</u></b></p> <p>Total Sq. Ft. of <i>building</i> façades facing a public street:                  Bldg Width _____ x Bldg Height _____                  = _____ Bldg Silhouette Sq. Ft.</p>	<p style="text-align: center;"><b><u>Complete for Permanent Freestanding Signs</u></b></p> <p>Height of Sign _____                  Total Sq. Ft. of <i>building</i> façade facing a public street:                  Bldg Width _____ x Bldg Height _____                  = _____ Bldg Silhouette Sq. Ft.</p>
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**E. By My Signature Below: I certify that the information submitted is true and accurate.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner or Applicant*

Planning Department Approval/Notes:

\_\_\_\_\_  
 Permit Approval Signature