

PERMANENT SIGN PERMIT CHECKLIST

The City of Sartell must receive the following information to process your application. Your application will not be processed until **ALL** of these items are received. During the review of your application by staff, additional information may be requested. For further information on the sign ordinance, please call the Zoning Administrator at (320) 258-7316.

_____ Completed Sign Permit Application

_____ Site Plan (drawn to scale) With the Following Information:

- Existing Conditions:
- 1) Locations and Dimensions of Property Lines
 - 2) Curb Cuts
 - 3) Driveways
 - 4) Access Roads
 - 5) Parking Including Off-Street Loading Areas
 - 6) Septic System

- Proposed Conditions:
- 1) Location of Proposed Sign(s)
 - 2) Setback From Property Lines
 - 3) Footing Size
 - 4) Width/Circumference of Footings
 - 5) Depth in Ground

- _____ Site Design
- 1) Type of Sign (free standing, wall, roof, etc.),
 - 2) Height of Sign From Ground to Bottom of Sign
 - 3) Height of Sign From Ground to Top of Sign
 - 4) Width
 - 5) Sign Message
 - 6) Materials Sign Will Be Constructed of
 - 7) Light Source
 - 8) Location on Structure or Property
 - 9) Number/Kind/Size of Posts

ALL DRAWN TO SCALE AND IN COLOR

_____ Square Footage of Existing Signage

_____ Lot Width

_____ Building Width

_____ Copy of Job Estimate from Sign Contractor

_____ Two sets of Construction Drawings for foundation and/or sign (plans may need to be signed by a licensed structural engineer).

PLEASE NOTE:

According to state law, you must contact Gopher State One Call to locate any underground utilities before you dig. You should call GSOC 2 business days before digging. Business hours are 7am to 5pm Monday through Friday. Please call (800) 252-1166.