

Haven Township
P.O. Box 339
St. Cloud, MN 56302-339
(320) 492-6241

Application for Sign Permit		
_____ Sign Permit	Application Fee \$250 Off-Premise \$100 On-Premise	Receipt No. _____ Date Paid _____
Fees are Non-Refundable	\$ _____ Total Paid	Date of Complete Application: <i>(for office use only)</i> _____/_____/_____

To be completed by Applicant

Applicant's Name: _____	Daytime Phone: _____
Applicant's Address: _____ _____ _____	Cell Phone: _____ Email: _____
Property Owner(s): _____	
Property Owner's Address: _____	
Legal Description: _____ _____	
Acreage: _____ Section: _____ Township: _____ Range: _____	
PID: _____ Zoning District: _____	
Sign #1:	
Type of Sign: Ground Pole Sign _____ Awning/Canopy _____ Wall Sign _____	
Ground Monument Sign _____ Off-Premise _____ Other: _____	
Sign Faces: Double Faced _____ Single Faced _____	
Ground Signs:	
Overall height above grade _____ ft.	
Height above ground to bottom of sign _____ ft.	
Wall Signs:	
Wall area square footage _____; Location on wall _____	
Sign: Height _____ Width _____ Depth _____ Square Footage _____	
Description of Sign: _____ _____	

Sign #2:

Type of Sign: Ground Pole Sign _____ Awning/Canopy _____ Wall Sign _____

Ground Monument Sign _____ Off-Premise _____ Other: _____

Sign Faces: Double Faced _____ Single Faced _____

Ground Signs:

Overall height above grade _____ ft.

Height above ground to bottom of sign _____ ft.

Wall Signs:

Wall area square footage _____; Location on wall _____

Sign: Height _____ Width _____ Depth _____ Square Footage _____

Description of Sign: _____

Sign #3:

Type of Sign: Ground Pole Sign _____ Awning/Canopy _____ Wall Sign _____

Ground Monument Sign _____ Off-Premise _____ Other: _____

Sign Faces: Double Faced _____ Single Faced _____

Ground Signs:

Overall height above grade _____ ft.

Height above ground to bottom of sign _____ ft.

Wall Signs:

Wall area square footage _____; Location on wall _____

Sign: Height _____ Width _____ Depth _____ Square Footage _____

Description of Sign: _____

Applications will not be considered complete until the following has been received

_____	Application to be signed and dated by Applicant(s) and Property Owner(s)
_____	Fees Paid Receipt # _____ Recording Fee Paid: _____
_____	Pylon/Ground Signs
_____	Proposed sign drawing showing size and lettering, footing size and height above grade
_____	Site plan showing distance of proposed sign(s) from property lines and distance of existing sign(s) from property lines
_____	Location of any body of water or wetland
_____	Distance to other off-premise signs on the same side of right-of-way

	Wall Signs
	Proposed sign drawing showing size and lettering and projection(s) away from wall(s)
	Wall elevation showing full wall length and height and all proposed and existing signs
	Engineering drawings as needed
	Other _____

I hereby apply for a sign permit and acknowledge the information above is complete and accurate; that the work will be performed in accordance with the conditions and permit; and that the work will conform to the ordinances of Haven Township. I understand that this is **not** a permit, and that the person doing the work is responsible to call for any required inspections. Permit becomes void if work is not completed within 180 days of date of issuance.

Applicant's Signature: _____	Date: _____
Print Name of Applicant: _____	
Property Owner(s) Signature: _____	Date: _____
Print Name of Owner(s): _____	
By signing this Application, the landowner(s) agree to permit the Town to enter the property for the purposes of inspecting the property.	

Return Applications to: Haven Township Jeff Schlingmann 5736 – 16th Avenue SE St. Cloud, MN 56304
Application is: APPROVED _____ DENIED _____ APPROVED WITH CONDITIONS _____

What happens next?
The Zoning Administrator will review your application and mail you a letter if your application is complete, or a letter stating the reasons why your application is not complete, and what additional information is needed. Your Application will then be reviewed by the Zoning Administrator for approval, denial, or it may send your request back for additional information.
If you have any questions, please call the Zoning Office at (320) 224-2041.