



DEVELOPMENT SERVICES BUILDING INSPECTIONS

OFFICE USE ONLY
Permit # _____

505 WALNUT STREET, SUITE 1 City Hall
MONTICELLO, MN 55362
www.ci.monticello.mn.us – info@ci.monticello.mn.us

(763) 295-2711
Building Inspections (763) 295-3060
Fax (763) 295-4404

TEMPORARY SIGN PERMIT APPLICATION

Date: _____ Site Location/Address: _____
Tenant/Business/Building Name: _____

The Applicant is: Owner Contractor Other (Describe) _____

PROPERTY OWNER	Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip Code: _____ E-mail Address (required) _____
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CONTRACTOR	Company: _____ Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip Code: _____
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Description of Work:

Width _____ x Height _____ = Total Sq. Feet _____ (40' MAX) Zoning District _____
Location on Property:
(Site Plan May Be Required)

Please Complete Other Side

Computation of Fees:

\$50 for each temporary sign

TOTAL FEE \$ _____

RECEIPT # _____

(NOTE: TEMPORARY SIGN PERMITS ARE VALID FOR 120 DAYS PER CALENDAR YEAR)

This form must be kept in an accessible place and available for review by City staff at any time during normal working hours. Failure to maintain an accurate log sheet may result in the City rescinding the annual permit.

I have reviewed city regulations pertaining to portable signs and banners. I recognize that this permit allows me to display a portable sign or banner on my property for a maximum of one hundred and twenty (120) days per calendar year. Furthermore, I hereby agree to maintain a daily account of the use of banners on my property. If I fail to keep such an accounting, I will not object the City rescinding my permit, and I will not object to having a City employee enter my property to remove banners or portable signs. Signs may not be placed within public right of way or easements.

Name (Print)

Property Owner's Signature

Date

PLEASE RECORD THE DATES TEMPORARY SIGN IS ERECTED FOR THE YEAR: 20_____

Date Sign Erected _____ Date Sign Removed _____ DAYS USED _____

Date Sign Erected _____ Date Sign Removed _____ DAYS USED _____

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Date Sign Erected _____ Date Sign Removed _____ DAYS USED _____

Date Sign Erected _____ Date Sign Removed _____ DAYS USED _____

Date Sign Erected _____ Date Sign Removed _____ DAYS USED _____

TOTAL DAYS USED THIS CALENDAR YEAR _____

REQUIRED INSPECTIONS

_____ SITE _____ FINAL

Conditions of Issuance: _____

Investigation Fee: _____ Specify Reason: _____ Amount: \$ _____

Permit Approved By: _____ Date: _____/_____/_____



TEMPORARY SIGN INFORMATION

- **What is a temporary sign?**

A temporary sign is any sign which is erected or displayed for a specified period of time, including, but not limited to, banners, search lights, portable signs, streamers, pennants, and inflatable devices.

- **When is a temporary sign permit required?**

A temporary sign permit is required when any temporary sign is displayed in the city. Please contact City Hall at 763-295-2711 or visit our website at www.ci.monticello.mn.us for specific sign requirements and the process for obtaining a sign permit.

- **Where can I obtain a sign permit and what are the fees?**

Applications for sign permits are available for pick up at City Hall, by calling 763-295-3060, or on our website at www.ci.monticello.mn.us. A permit fee is required with the **first** temporary/portable sign required in each calendar year. No fee is required for future requests during the remainder of the year, but permits are required.

- **Where can temporary signs be displayed/located?**

A temporary sign may be located on the property of the business, limited to **one** sign per business, and the advertising message must only relate to the business conducted on the premises. For premises with multiple businesses, signs must be located a minimum of 75 feet apart. Signs must be placed outside of ROW and easements.

- **How many days are allowed for temporary signs?**

Temporary signs are allowed for no more than 120 days per calendar year. Up to four permits may be issued to a business per calendar year, up to a maximum of 120 days total. Each permit must indicate the number of days the sign is to be displayed.

- **What are the requirements for temporary signs?**

A temporary sign shall not exceed 40 square feet on each side in an area. Signs must be safe and securely anchored to the ground or a building.

For additional city information, please visit the city website at:

www.ci.monticello.mn.us

Monticello City Hall

505 Walnut Street, Suite #1

Monticello, MN 55362

Phone: 763.295.2711 | Fax: 763.295-4404