



22817 Typo Creek Drive N.E. • Stacy, MN 55079
Phone (651) 462-2812 • Fax (651) 462-0500
E-Mail: records@linwoodtownship.org

SIGN PERMIT APPLICATION PACKET
Sec. 30-1163 thru Sec. 30-1296

An application for a sign permit shall be made to the planning and zoning commission on an Application for Sign Permit form available from the town clerk or the township website. Each application must be accompanied by a non-refundable application fee.

Upon review, the planning and zoning commission will make a recommendation to the town board for acceptance or denial of the sign.

Please refer to the sign ordinance Sec. 30-1163 thru 30-1296 for regulations regarding sign permits.

If the town board approves the application, the town clerk shall be instructed to issue a sign permit to the applicant upon receipt of the receipt of the required sign permit fee. The permit shall be dated,

Sign permits renew every two years. There is a biennial fee for the renewal of a sign permit.

Checklist and Procedure for Obtaining a Sign Permit

1. Submit the following:
 - Completed Sign Permit Application form
 - Site plan or sketch, showing the location of all buildings, driveways and other improvements and topographical features and the proposed sign. The application must be accompanied by a drawing of the proposed sign, which drawing must give the dimensions of the sign. Graphics of the proposed sign, including dimensions
 - \$50.00 non-refundable Sign Permit Application Fee
2. Attend Planning & Zoning meeting for a recommendation to the Town Board
3. Attend Town Board meeting for approval.
4. If sign permit is granted, there is a biennial sign permit fee as set by the Town Board.
5. If work authorized under a sign permit has not been completed six months after the date of issue of the permit, then the permit shall become null and void.



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File # _____
Fee \$ _____ Rcpt # _____
Chk # _____ Date: _____

Application for SIGN PERMIT

Applicant:

Owner: (if different from applicant)

Name _____

Name _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Day phone _____ Cell phone _____

Day phone _____ Cell phone _____

Email _____

Email _____

Property Information

Property Address _____

Property ID Number: _____ Present Zoning and Use _____

Full Legal Description (attach if lengthy): _____

Purpose of Sign: _____ Single or Double Face: _____

Size of Sign: _____ Sign Height, including structure: _____ Sq Ft of Sign: _____

Data furnished in this application form is public information.

I hereby authorize the Planning and Zoning Administrator, Commission members and Town Board members to enter upon this property for such inspections as necessary for the review of this application. In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning Ordinances and further acknowledge the explanation as outlined in the application and administrative procedures and hereby agree to pay all statements received from the Township pertaining to additional application expense(s).

Signature of Applicant

Signature of Owner (if different from Applicant)

Date: _____

Date: _____

Application for SIGN PERMIT
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Application Fee: \$50.00

For Office Use only	File # _____
Application Received by: _____	Date: _____
Document Verification by: _____	Date: _____
Additional Information Requested: _____ _____	
Application Deemed Complete by: _____	Date: _____
_____	Date: _____
Zoning Administrator	