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316 Highway 10 S, Motley, MN 56466 • [www.cityofmotley.com](http://www.cityofmotley.com)  
Phone: 218-352-6200 • Fax: 218-352-6092

### **SIGN PERMIT APPLICATION INFORMATION SHEET**

Please fill out the sign application permit form completely. A site plan, drawn to scale, is required showing the setbacks from property lines affected (side, front, back). The area must be staked showing the exact location of the proposed sign. A review will be conducted by city staff prior to issuance of any permit.

**Have you:**

- ( ) Completed and signed the application?
- ( ) Included the fee with the application? No application will be considered without the fee.
- ( ) Included a scale drawing of the property showing the exact proposed location of the sign?
- ( ) Staked proposed site of sign?
- ( ) Contacted Gopher One? (1-800-252-1166)

**APPLICATION FOR SIGN PERMIT**

Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Person, firm, corporation or association erecting the sign:

\_\_\_\_\_ Phone number: \_\_\_\_\_

Description & location of proposed sign (include street address and legal description):

\_\_\_\_\_  
\_\_\_\_\_

Parcel No. \_\_\_\_\_ (from property tax statement)

**Signs:**

Number of faces: \_\_\_\_\_

Dimensions: width: \_\_\_\_\_ ft.

Length: \_\_\_\_\_ ft.

Total body of sign: \_\_\_\_\_ sq. ft.

Height: \_\_\_\_\_ ft. (as measured from ground to highest point)

Lighting: Yes, \_\_\_\_\_ No \_\_\_\_\_ If yes, hours of illumination: \_\_\_\_\_

**Second Page ----Attach drawing showing sketch of sign site plan** showing location of sign, setbacks from side, front, back, etc.

Signature of Applicant & Date \_\_\_\_\_

Signature of Owner (if other than applicant) & Date \_\_\_\_\_

This application has been reviewed and on-site inspection has been completed. I hereby recommend issuance of a permit for the above referenced project.

Zoning Administrator: \_\_\_\_\_

APP # _____
Date _____
Fee _____
Check# _____
(for office use only)

# Site Plan



**Include:** Property lines, water features, existing and proposed structures, septic systems, wells and roads. Include all setbacks to features

