



# SIGN PERMIT & ELECTRONIC SIGN LICENSE APPLICATION

City of Lakeville – Planning Department  
 20195 Holyoke Avenue - Lakeville, MN 55044  
 952.985.4420 - [www.lakevillemn.gov](http://www.lakevillemn.gov)

**THE FOLLOWING INFORMATION MUST BE INCLUDED WITH YOUR APPLICATION:**

- Please complete a separate application form for each sign.
- Payment for amount of permit.
- For freestanding/monument/pylon sign - a site plan with setback from property line dimensions and art work with dimensions of sign, and engineered design for footings and foundation.
- For wall sign, art work with dimensions of sign and drawings of building façade showing location of sign.
- If illuminated or if electrical services are needed, a separate electrical permit is required.
- If leased space, need to include a letter of approval from the property owner.

<b>SIGN LOCATION</b>	Name _____ Address _____ City _____ State _____ Zip _____ Contact _____ Day Phone # _____ Email Address _____		
<b>PROPERTY OWNER</b>	Name _____ Address _____ City _____ State _____ Zip _____ Contact _____ Day Phone # _____ Email Address _____		
<b>SIGN CONTRACTOR</b>	Company Name _____ Address _____ City _____ State _____ Zip _____ Contact _____ Day Phone # _____ Email Address _____		
<b>SIGN DESCRIPTION</b>	<input type="checkbox"/> <b>Electronic</b> (\$100 per sign plus completion of electronic sign license, see Page 2) (1000.4114)  <input type="checkbox"/> <b>Permanent</b> (\$75 per sign) (1000.4114)  <input type="checkbox"/> <b>Temporary</b> (\$50 per event, up to 60 days per year. Max of one temp sign displayed at a time.) (1000.4114)  Temporary sign displayed dates: START DATE _____ END DATE _____	<p style="text-align: center;"><u>Sign Type and Dimensions</u></p> <input type="checkbox"/> <b>Wall Sign:</b> Width _____ Height: _____ Square feet _____  <input type="checkbox"/> <b>Freestanding:</b> Face Width _____ Height _____ Sq. ft _____ Overall Sign Height _____ Setbacks: Front _____ Side _____  <input type="checkbox"/> <b>Temporary Sign</b> Width _____ Height _____ Square Feet _____ Display location _____	
<u>Illuminated Sign:</u>  <input type="checkbox"/> Internally illuminated <input type="checkbox"/> Externally illuminated <input type="checkbox"/> Not illuminated		<u>Type of Work:</u>  <input type="checkbox"/> New Sign <input type="checkbox"/> Replacement Sign <input type="checkbox"/> Alter Existing Sign	<u>Changeable Copy:</u> <input type="checkbox"/> No Changeable Copy <input type="checkbox"/> Manual Changeable Copy <input type="checkbox"/> Electronic Changeable Copy (Electronic sign will require annual license review & renewal, see Page 2)

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_

### Electronic Display/Changeable Copy Sign License

By signing below you are certifying the electronic signage meets the following performance standards:

1. The display sign shall not change more than once every seven (7) seconds.
2. The display sign shall not include scrolling, flashing, animation, or other effects.
3. The display must be static and the transition from one static display to another must be instantaneous without special effects.
4. The display image or message must be self-contained, without continuation in content to the next image or message.
5. The brightness of the sign shall not exceed 5,000 NITS after sunrise and before sunset or 500 NITS after sunset and before sunrise each day.
6. The sign shall be equipped with an automatic dimmer control or other mechanism that automatically controls the sign's brightness to comply with this condition.
7. The display must be designed and equipped to freeze the device in one position if a malfunction of the electronic display occurs.
8. The display must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the electronic display when notified by the City that it is not complying with the stipulations of this section.
9. The sign shall comply with Chapter 23 of the Zoning Ordinance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Email \_\_\_\_\_

**EXPIRATION AND RENEWAL OF LICENSE:**

- All licenses expire on December 31<sup>st</sup> of each year.
- License may be renewed only by making application as provided in Section 3-22-4 of the City Code.
- Application for renewal shall be made at least sixty (60) days before the expiration date.
- Each renewal license shall be issued for a maximum period of one (1) year.
- Annual license renewal fee is \$50.00

<b>Office Use Only</b>		
<p><b><u>Sign Permit Type:</u></b></p> <p>Permanent Sign _____                      Temporary Sign _____                      Electronic Sign _____</p> <p><b><u>Work Type:</u></b></p> <p>New _____                      Addition _____                      Repair _____                      Demolish _____                      Replace _____                      Alter/Remodel _____                      Move _____</p> <p><b><u>Owner:</u></b></p> <p>Public _____                      Private _____</p>	<p><b><u>Zoning District:</u></b></p> <p>Commercial _____                      Industrial _____                      Residential _____                      Freeway Corridor _____</p> <p><b><u>Required Inspections:</u></b></p> <p>Footing _____                      Final _____</p> <p><b><u>Permit Fee:</u></b></p> <p>Permit Fee _____                      Miscellaneous _____                      Total _____</p>	<p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Approved by: _____</p> <p>Date: _____</p>