



Requirements for Sign Permit Applications:

- All sign permit applications are required to be reviewed by the Belle Plaine Design Committee. The Design Committee meets once a month. ***Please note: it may take up to one month for an application to be reviewed.***
- Sign permit applications will only be reviewed if the application is complete.
- Sign permit application fees must be paid in full at the time the completed application is submitted for review.
- Any proposed variations from the sign ordinance (section 1107.20), will require applicant to apply for a variance. All variances are reviewed by both the Planning and Zoning Commission and the City Council. ***It may take up to 60 days for the City Council to render a decision on a variance.***
- You will be notified once the permit is approved/denied. No sign shall be installed until the applicant has received confirmation the permit has been granted.
- Once the sign permit has been granted and the sign has been installed, ***the applicant must notify the Community Development Department for a final inspection.***

Please contact us if you have any questions. Thank you.

To be filled out
by Zoning
Administrator:



SIGN PERMIT APPLICATION

218 North Meridian Street P.O. Box 129
Belle Plaine MN 56011
952-873-5553 FAX 952-873-5509

Permit Fee:
- Permanent Sign \$50.00
- Temporary Sign \$25.00

APPLICANT:

- Name: _____ Telephone: _____
- Address: _____
- Business Name: _____
- Business Address: _____
- Business Phone: _____ Business Fax: _____

LOCATION OF SIGN:

- Attached to Building or Awning: ___ North Side ___ South Side ___ East Side ___ West Side
- Freestanding: ___ Front Yard ___ Side Yard ___ Rear Yard
- Other: _____

This application must be accompanied by a site plan showing the location of the sign on the site and distance to property lines, sketch of the sign showing illustration and/or written messages, and color swatches or accurate colored illustrations to be printed on the sign. If sign requires footings, a building permit must be obtained.

- Color Illustration

SIGN DIMENSIONS:

- Width: _____ Depth: _____ Number of faces: _____
- Height of Sign: _____ (feet) *Measured from ground level to top of sign*

If attached to building, building dimensions:

- Height: _____ Width: _____ Depth: _____
- Does sign project out from building: ___ No ___ Yes - the distance: _____
- Sign Illumination: ___ No ___ Yes

- Applicant Signature: _____ Date: _____

Note: Once Permit is approved and sign is installed, applicant must notify Community Development Department for final inspection.

FOR OFFICE USE ONLY

Sign Permit Application Complete

(does not mean the permit has been approved)

Zoning District: _____

Design Committee Review

Permit Fee Schedule:

Payment Information:

Permit Fee: \$ _____ Paid: _____

Variance Fee: \$ _____ Receipt: _____
(if necessary)

Penalty: \$ _____ Date: _____

Other: \$ _____ By: _____

Sign Permit Approved

(Installation may begin)

Total Permit Fee: \$ _____

Final Inspection Completed

Zoning
Administrator

Zoning
Administrator

Zoning
Administrator

Zoning
Administrator