



Sign Permit Application
 339 Third St. • Excelsior, MN 55331
 952-653-3674
 Email permit to: permits@excelsiormn.org

Permit Fee: _____ Note: Fee will be based on value

PROPERTY INFORMATION		CONTRACTOR INFORMATION	
Street Address of Sign		Contractor Name	
Tenant		Street Address	
Property Owner		City/State/Zip	
Address of Property Owner		Phone No.	
City/State/Zip		E-mail address	
		Property Owner	_____
		Signature of Owner	_____

Submittal (see Application Procedure Checklist(s)): Per sign, submit 2 sets of construction and building elevation plans (verifiable scale) showing sign dimensions, wall dimensions, material, graphics, sign text, and, the distance between existing and proposed signs. Elevation plans shall clearly show size of building and size of sign(s). For all signs, also submit 2 copies of a survey or site plan drawn and signed by a professional showing sign location, setback from the property lines (verifiable scale). Historically designated site/district properties also require Site Alteration Permit Application.

Property Information: Zoning District: R1 R2 R3 R4 B1 B2 B3 B4 B5 B6 P
 Front footage of Building: _____ Lineal footage of Street frontage: _____
 Footage of Building: _____ corner/double frontage lot Footage of Street frontage: _____ corner/double frontage lot
 Total Square Footage of Existing Signs: _____ Number of Existing Signs: _____
 Non Designated Historic Site Excelsior Downtown Historic District Historic Site Site Alteration Permit App.

Description, Type, Number of Signs and Costs: New Install Reface
 Awning Canopy Monument Wall Projecting Multi-Tenant Directory Official Window Other _____

Zoning Ordinance Section Nos.: _____
 Allowable Signage Square Footage for Property: _____ Estimate Cost/Value Per Sign \$ _____

- 1.) Dimension of Sign: _____ inch X _____ inch & _____ feet X _____ feet & Depth _____ inch
- 2.) Square Footage of Sign: _____ s.f.
- 3.) Will the Sign be illuminated: Yes No If applicable, provide all lighting information & location.
- 4.) Location of Sign on Property: _____ Attach Survey/Site Plan
- 5.) Location of Sign on Building: _____ Attach Building Elevation Plan

APPLICANT INFORMATION In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current administrative procedures. Signature of this application by the legal property owner or a licensed contractor, as the owner's representative is required and authorizes the City Zoning Administrator or designee and the City Building Official or designee to enter upon the property to perform any inspections. Entry may be without notice. I hereby acknowledge that I have read this application and all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications, and conditions and to abide by all ordinances of the City and the laws of the State of Minnesota. I further acknowledge the fee explanation and hereby agree to pay all statements received pertaining to additional application expense and city review. Upon review, the City of Excelsior reserves the right to require additional application/permit(s) and if said determination is made, the applicant will be notified and this permit shall become null and void.

Applicant's Name (printed) _____ Signature _____
 _____ Phone No. (_____) _____ Fax No. (_____)

Date _____ E-mail address _____

FOR OFFICE USE ONLY

Heritage Preservation Commission Review: Approved Denied Date: _____

Approved: _____ Date: _____

CITY OF EXCELSIOR
SIGN PERMIT
APPLICATION PROCEDURE CHECKLIST

The Excelsior City Zoning Ordinances were established to protect both current and future residents from the negative impacts of improper development and to ensure a positive future for the City. A sign permit review as regulated by Article 24 and the Excelsior Design Standards – Sign Elements is the mechanism that allows the city to examine proposed sign and awning improvements to meet City guidelines.

Sign Permits are required for all new construction, relocation, and alterations of signage. Many projects require a detailed plan review, so allow at least fifteen business days for your permit to be reviewed. If your submittal documents require corrections, or if it is incomplete, it may take longer. Fees are paid at the time permits are issued. A Site Alteration Permit and review by the Excelsior Heritage Preservation Commission (HPC) may also be required if the land use activity affects Excelsior's historical and architectural attributes.

An electronic version of the full City Code, Excelsior Design Standards – Sign Elements, Zoning Map and sample surveys, site plans are available from the city and/or are in part on the City's website at: www.excelsiormn.org.

SIGN PERMIT APPLICATION CHECKLIST

In order to adequately review a building permit application, there are a number of submittal requirements:

- 1. Completed City of Excelsior Sign Permit Application Form, one form required for each sign.
- 2. Two sets of construction plans. Scaled plans (scale at one quarter (1/4") inch equal to (1') foot minimum) shall include building material, elevations, area, dimensions, location, lighting, lettering size, specifications and method of construction and attachment to the building or in the ground, and any other details necessary for plan review (must be submitted in hard copy and electronic form/format, pdf).
- 3. Building elevations showing the front, rear, and sides at 1/4 inch scale minimum (must be submitted in hard copy and electronic form/format, pdf).
- 4. Two sets of color rendering of proposed sign(s), to scale and photograph of existing conditions (must be submitted in both hard copy and electronic form/format, pdf). Note: additional copies may be needed if HPC review is required.
- 5. Two certificates of survey showing dimensions of lot and existing structures with sign location. Survey shall be to scale (scale of either one (1") inch equals fifty (50') feet or one (1") inch equals thirty (30') feet), numbered, dated, dated with surveyor's signature (including one reproducible 11X17), be pre-folded for distribution (must be submitted in hard copy and electronic form/format, dwg & pdf) (see sample certificate of survey), if applicable.
- 6. Copy of stress sheets and calculations showing how the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinances of the city (must be submitted in both hard copy and electronic form/format, pdf).
- 7. Complete and Sign, Application for A Site Alteration Permit per Excelsior Heritage Preservation Commission Guidelines for Historic Structures and Historic Districts, if applicable.

Please note that it is the responsibility of the applicant to provide all required information and to illustrate the proposed improvements clearly, accurately and concisely. City staff is not authorized, nor permitted, to make changes on any plan sets.

Incomplete permit applications will not be accepted. Allow a minimum of 15 (fifteen) business days for processing your permit application. If there is HPC review or a problem with the plans or survey, additional review time may be needed.