

**CITY OF OLIVIA**  
1009 Lincoln Ave West  
Olivia, MN 56277  
Phone: 320.523.2361

**PERMIT No.** \_\_\_\_\_  
**FEE AMOUNT:** \_\_\_\_\_  
**Parcel ID No:** \_\_\_\_\_

## **SIGN PERMIT APPLICATION**

**Notice to applicant.** A permit shall be required to erect any sign within the city limits of the City of Olivia. No sign shall be erected by any person until this permit application and plan for the proposed sign has been approved by the City of Olivia. The signage plan shall contain the following information.

SITE ADDRESS OR LOCATION: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ NUMBER OF SIDES: \_\_\_\_\_

SQUARE FOOTAGE OF SIGN: \_\_\_\_\_ FRONT FOOTAGE OF PROPERTY: \_\_\_\_\_

TYPE OF SIGN (DESCRIBE): \_\_\_\_\_

HEIGHT (above grade): \_\_\_\_\_ VALUATION OF SIGN: \_\_\_\_\_

WILL THE SIGN BE LIGHTED? No Yes, How so: \_\_\_\_\_

The applicant must also supply with this Permit Application the following:

- ◆ An explanation or drawing showing location of existing and proposed buildings on the site.
- ◆ Location and height of existing and proposed signs on the site, complete with route of electrical supply to signs, if wired.
- ◆ All specifications and dimensions (including height, width and depth) of signs including the lettering size and graphics.
- ◆ Description of sign and frame materials and colors, including supports.
- ◆ Planter box details, if used, such as materials and colors, including supports.
- ◆ If it is a wall sign, include the wall anchorage details.
- ◆ Submit a picture/drawing of the proposed sign.

CONTACT PERSON: \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

The undersigned hereby represents upon all the penalties of law, that all statements herein are true and that all signs will be constructed in accordance with the Code of the City of Olivia, the information provided in this application and all other applicable regulations.

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

Mary Jo Halliday, Zoning Administrator

Date \_\_\_\_\_

VARIANCE

DATE APPROVED \_\_\_\_\_