



# Sign Permit Application

Submit signed applications and all attachments to:  
City of Glenwood, 137 East Minnesota Avenue, Glenwood, MN 56334.

Office use only

Permit Number	Date rec'd
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### Property

Property address

Business or Tenant Mailing Address (if different)

### General property information      Contact Planning Division if unknown.

Type of building:	<input type="checkbox"/> Single Tenant	<input type="checkbox"/> Multiple Tenant	Zoning District:
Purpose:	<input type="checkbox"/> New Sign	<input type="checkbox"/> Replacement Sign	<input type="checkbox"/> Face Change (No Frame/Support Change)
Special use signs: Select all that apply.	<input type="checkbox"/> Gasoline/Service Station	<input type="checkbox"/> Office	<input type="checkbox"/> Hotel: No. stories ____ No. rooms ____
	<input type="checkbox"/> Historic/Information	<input type="checkbox"/> Retail	<input type="checkbox"/> School/Hospital/Government
	<input type="checkbox"/> Bars/Restaurants	<input type="checkbox"/> Billboards	<input type="checkbox"/> Information (Time/Temperature/Etc.)
	<input type="checkbox"/> Menu boards	<input type="checkbox"/> Residential Units	<input type="checkbox"/> Other: _____

### Property owner/Legal representative      Original signature required.

Name	E-mail		
Address	City	State	Zip
Contact	Title	Phone	/ /
Signature (Original signature mandatory)	Date		

### Business Owner/Representative/Tenant

Business Name	E-mail		
Address	City	State	Zip
Primary Contact	Phone	Other	
	/ /		

### Installer or Applicant, If Applicable

Name	E-mail		
Address	City	State	Zip
Contact	Phone	Other	
	/ /		

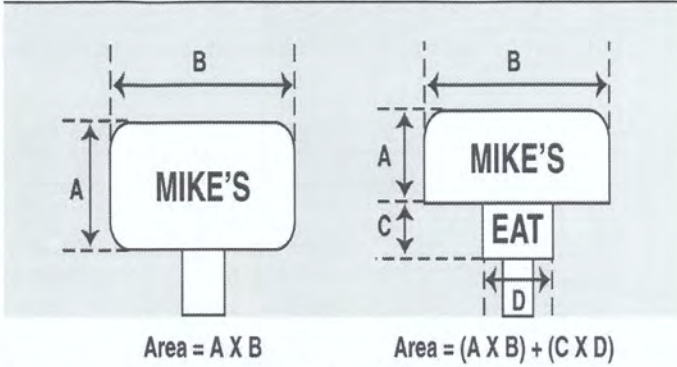
I hereby apply for a sign permit and certify the information herein is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Glenwood; that I understand that this is not a permit but only an application for a permit and work will not start until the sign permit and all other applicable permits are issued and all work will be in accordance with the approved plan and permits. I further understand that failure to remain in compliance may result in revocation of my permit, orders to remove the sign(s), to bring the sign(s) into compliance, and/or other legal action.

Applicant or  Installer signature      Check one.

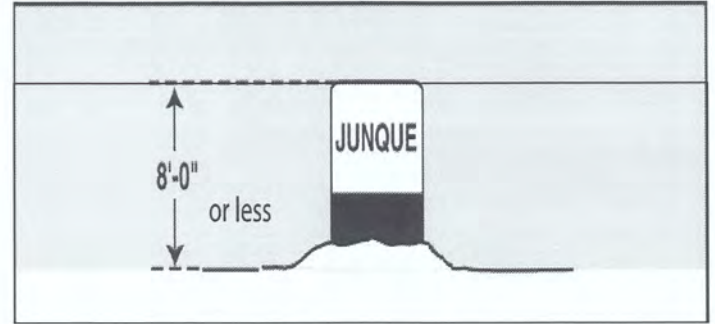
Date

# Glenwood City Code: How to measure a sign

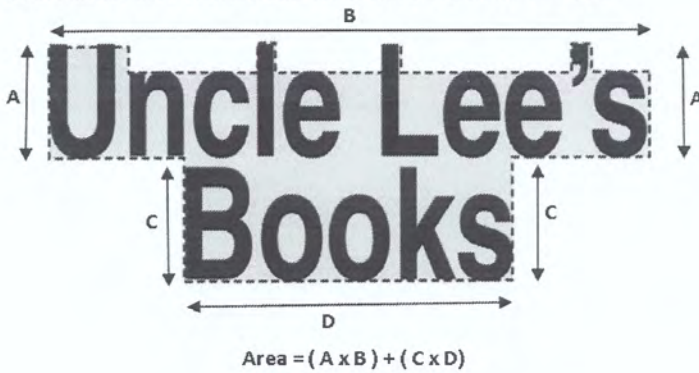
Sign surface area of individual cabinet or iconic logo sign



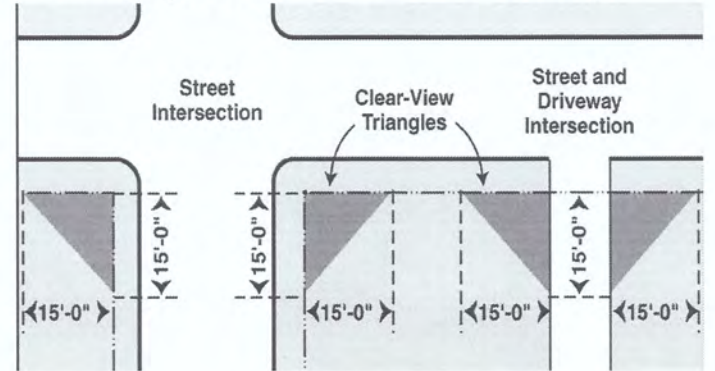
Height of sign with grade mounting



Sign surface area of individual letter signs, letters or symbols



Clear view triangle area intersection of streets and driveways



NOTE: Permanent signs shall NOT have a combined aggregate surface size greater than three (3) sq feet for each linear foot of frontage as calculated below. Buildings with multiple frontages MUST calculate each frontage separately. Each frontage MUST be clearly labeled on the site plan(s).

**Please complete ALL sections that apply:**

**A. North Frontage:**

\_\_\_\_\_ linear feet x 3 = \_\_\_\_\_ Max Square Footage

**B. South Frontage:**

\_\_\_\_\_ linear feet x 3 = \_\_\_\_\_ Max Square Footage

**C. East Frontage:**

\_\_\_\_\_ linear feet x 3 = \_\_\_\_\_ Max Square Footage

**D. West Frontage:**

\_\_\_\_\_ linear feet x 3 = \_\_\_\_\_ Max Square Footage

**E. Other Frontage (please explain):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ linear feet x 3 = \_\_\_\_\_ Max Square Footage

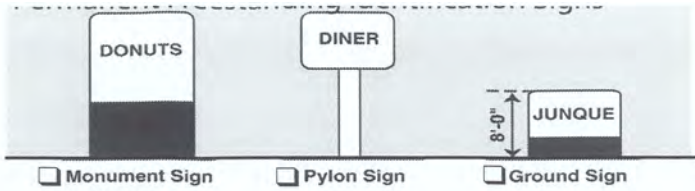
**Total Maximum Sign Area Permitted:**

\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

**A      B      C      D      E      Total**

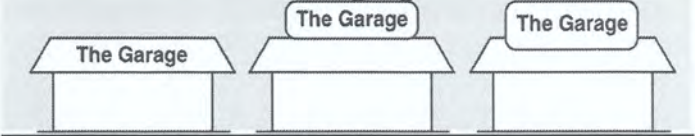
Existing Signage (if applicable) = \_\_\_\_\_ Total Sq Feet



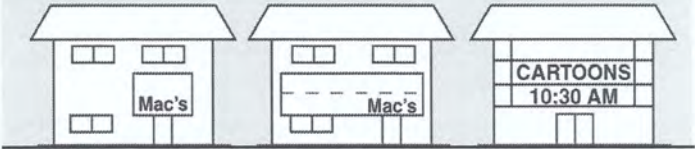


- Monument Sign     Pylon Sign     Ground Sign

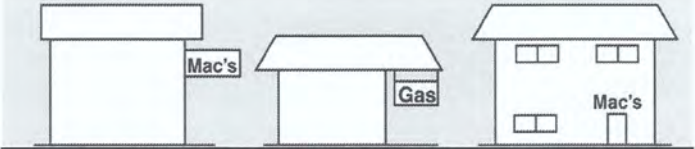
### Permanent Wall & Building Signs



- Roof-Integral Sign     Roof Sign     Roof Sign



- Canopy Sign     Awning Sign     Marquee Sign



- Projecting Sign     Suspended Sign     Wall Sign

### Informational/Business Park/Residential Unit Signs



- Informational Sign     Business Park Sign     Residential Sign

### Temporary, Portable Signs



- Portable Readerboard Type Signs     Off-Premise Sponsorship Signs and/or Banners

NOTE: May be used up to two (2) weeks at a time, no more than four (4) times per year. Each use requires a separate permit and fee.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### Permanent Free Standing Identification Signs

Sign Elevation:

Width \_\_\_\_\_ ft. X Height (Max. 25 feet) \_\_\_\_\_ ft. = Total \_\_\_\_\_ s.f.

Elevation type:

- Primary     Secondary

Sign Dimensions:

Width \_\_\_\_\_ ft. X Height \_\_\_\_\_ ft. = Total \_\_\_\_\_ s.f.

### Permanent Wall & Building Signs

Building Elevation:

Width \_\_\_\_\_ ft. X Height (Max. 25 feet) \_\_\_\_\_ ft. = Total \_\_\_\_\_ s.f.

Elevation type:

- Primary     Secondary

Sign Dimensions:

Width \_\_\_\_\_ ft. X Height \_\_\_\_\_ ft. = Total \_\_\_\_\_ s.f.

### Dynamic/Illuminated Signs

Height above grade: \_\_\_\_\_ ft.

Setbacks: Front: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ w.

Illumination

- Yes     No    If yes, complete below

Source/Brightness:

Type:  Fluorescent     Neon     LED

Internal: \_\_\_\_\_ Nits     External: \_\_\_\_\_ Lumens

Other \_\_\_\_\_

Duration: Text: \_\_\_\_\_ Seconds

Images: \_\_\_\_\_ Seconds

Sign Dimensions:

Width \_\_\_\_\_ ft. X Height \_\_\_\_\_ ft. = Total \_\_\_\_\_ s.f.

### Permit Fees (See Annual Fee Schedule set by the City Commission)

#### Permanent Free Standing Identification Signs

Number of Signs \_\_\_\_\_ x \$ 250.00/sign = \$ \_\_\_\_\_

#### Permanent Wall & Building Signs

Number of Signs \_\_\_\_\_ x \$ 100.00/sign = \$ \_\_\_\_\_

#### Informational/Business Park/Residential Unit Signs

Number of Signs \_\_\_\_\_ x \$ 75.00/sign = \$ \_\_\_\_\_

#### Temporary, Portable Signs

Number of Signs \_\_\_\_\_ x \$ 25.00/sign = \$ \_\_\_\_\_

Total Permit Fees = \_\_\_\_\_



# City of Glenwood Sign Application Process & Submittal Requirements:

1. Complete all required information for each sign.
2. Provide a site plan drawn to scale, including all other applicable information as required for each type of sign.
  - a. For Wall Signs:
    - i. The wall elevation drawn to scale.
    - ii. The sign depicted on each wall must be identified.
    - iii. A drawing of each sign drawn to scale.
  - b. For Freestanding Signs:
    - i. The sign location identified on a site plan or survey, with setbacks shown.
    - ii. A graphic depiction of each sign, drawn to scale with the height dimensions included.
3. Submit the required non-refundable permit application fee with all required application materials to:
 

City of Glenwood  
137 East Minnesota Avenue  
Glenwood, MN 56334
4. If the sign application is deemed incomplete for any reason, the applicant shall be required to submit additional information deemed appropriate and/or required by the City. In the event of resubmission for an incomplete application, the permit application fee may be waived at the discretion of the City of Glenwood.
5. All signs which have electrical service shall require an electrical permit. All Freestanding signs shall require a foundation permit. Applicable fees and inspections shall apply.
6. Once a sign permit application has been approved and fees paid, a sign permit shall be issued. If the signature block indicates that an electrical or foundation permit is required, the sign may NOT be installed prior to the issuance of the permits and final inspections are completed.
7. Once the sign(s) is/are installed, the City of Glenwood will require electronic scans, photographs, or other similar copies to be submitted and kept on file.

**NOTE: Do NOT fabricate, install, construct, and/or erect a sign until a sign permit has been issued. Failure to secure a sign permit and/or abide by the Glenwood City Code MAY result in removal of signs, revocation of existing permits, and/or other penalties as applicable at the discretion of the City of Glenwood.**

### Office Use Only

The application has been reviewed for City Code compliance and the applicant may commence the installation however, if the sign requires electrical service or a foundation, the sign may not be installed until the electrical permit or foundation permit is approved. (See Requirements for additional permits section below).

Permit Fees	\$
Penalty	\$
<b>TOTAL</b>	<b>\$</b>

**Signs may NOT be installed until all the required sign-related permits are issued.**

#### Requirements for additional permits below:

- Electrical Permit     Required     Not required    Contact: \_\_\_\_\_
- Foundation Permit     Required     Not required    Contact: \_\_\_\_\_
- No additional permits     Sign may be installed.

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_