



**SIGN PERMIT APPLICATION  
PUBLIC WORKS DEPARTMENT**

**Survey & Land Management Division**

14949 62<sup>nd</sup> Street North, P.O. Box 6

Stillwater, Minnesota 55082-0006

PHONE (651) 430-6656

FAX (651) 430-6888

**FEE: \$75.00**

Rec #: \_\_\_\_\_

Permit #: \_\_\_\_\_

Please make checks payable to **WASHINGTON COUNTY**

Ck #: \_\_\_\_\_

<u>Legal Description and Parcel Identification Number</u>					
<u>Project Address</u>					
<u>Owner</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Phone</u>
<u>Applicant (if different than owner)</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Phone</u>
<u>Description of Request</u>					
<b>In connection with your request for a Sign Permit, your signature constitutes permission for a representative of the Washington County Public Works Department to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact this office.</b>					
Signature of Owner				Date	
Signature of Applicant (if different than owner)				Date	



## SIGN PERMIT APPLICATION CHECKLIST

The County must receive the following information to process your application. Your application will not be processed until all of these items are received. During the review of your application by staff, additional information may be requested. For further information regarding sign permits, please refer to Chapter 2, Part 3, Section 1.11 of the Washington County Development Code

\_\_\_\_\_ **Fee**

\_\_\_\_\_ **Application Form**

\_\_\_\_\_ **Site Plan, Drawn to Scale, with the following information:**

\_\_\_\_\_ **Existing Conditions:** Location and dimensions of property lines, structures, curb cuts, driveways, access roads, parking, off-street loading areas, septic system and well.

\_\_\_\_\_ **Proposed Conditions:** Location of proposed sign(s) and setback from property lines.

\_\_\_\_\_ **Sign Elevation:** Type of sign (free standing, wall, roof, etc.), height, width, message, materials constructed of, light source, location on structure.

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