



TEMPORARY SIGN PERMIT APPLICATION

11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7102 / Email: schulte@ci.champlin.mn.us

TYPE OF TEMPORARY SIGN PERMIT

- Temporary Sign (Banner signs only) – Dates: From _____ To _____
- Sandwich Board Sign (Permit valid for one year): From _____ To _____
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LOCATION OF SIGN

Property Owner: _____ Phone: _____

Address: _____

APPLICANT INFORMATION

Name of Sign Contractor: _____ Phone: _____

Address _____

Contact Person _____

TEMPORARY SIGN GUIDELINES

- Sandwich board sign permits are \$20. Permits are valid for one year.
 - Temporary signs must be banner signs or standing feather signs (portable signs, penants and balloons are prohibited).
 - Temporary signs are allowed by permit for up to 30 days per calendar year per business.
 - Temporary signs may not exceed 40 square feet in area.
 - Temporary signs must be located on the subject property and must be setback at least 10 feet from property lines and may not be placed in the public right-of-way.
 - The permit fee for temporary signs is \$120.00. Two separate checks are required for payment. One will be for the non-refundable \$20.00 permit fee and the other a \$100.00 deposit. If the business removes the sign by the given date on the permit, the \$100.00 deposit will be voided and sent back to the payee. If the business does not remove the sign by the given date on the permit, the City will deposit this payment and the deposit will not be returned to the payee.
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FOR OFFICE USE ONLY

Temporary Sign Fee (\$120 = \$100 deposit + \$20 fee): _____

Approved: _____ Date: _____