

City of Loretto

279 N. Medina Street, Suite 260
PO Box 207, Loretto, MN 55357
mschneider@ci.loretto.mn.us
Phone: 763-479-4305 fax: 763-479-2685

SIGN PERMIT ADDENDUM

Complete this form only if you are requesting a sign permit. Attach additional documentation as necessary.

A copy of the **Loretto City Code Section 435. SIGN REGULATIONS** is available upon request and can also be accessed on the city's website: www.ci.loretto.mn.us. Click on "Government", then "City Code", then "Loretto City Code – Chapter 4".

Description of sign(s) requested: Please describe your proposed sign(s):

GENERAL SIGN PROVISIONS

Permit Required. It shall be unlawful for any person to erect, alter, replace, or relocate any sign or advertising structure without first obtaining a permit and paying the required fees (unless the sign does not require a permit or the sign is exempt from these requirements.)

Permit Application. Please provide the following information (some of these requirements may be waived by the City Council where they are not applicable.)

- a) Name and address of applicant: _____

- b) Location of the building, structure, or lot on which the sign is to be erected:

- c) Position of the sign in relation to nearby buildings or structures:

- d) Name of the person that will be erecting the sign: _____
- e) Written consent on the owner, if different from the applicant, of any land or buildings on which the sign is to be erected:
Owner's Signature _____ Date _____
- f) Please attach a drawing of the plans, specifications, and method of construction or attachment to a structure or the ground.
- g) Please attach a copy of stress sheets and calculations showing that the sign is designed to withstand a wind pressure of 30 pounds per square foot.

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h) Please submit a check of \$50 per sign request payable to "City of Loretto". If the Planner will need to review your application, those expenses are passed along to you. If a building permit is needed, those costs are also your responsibility.

Except for maintenance, any substantial alteration, replacement of the business message, or relocation of a sign constitutes a new sign, requiring an additional fee. A double fee will be charged if a sign is erected without first obtaining a permit for such sign.

Initial inspection. All sign installations for which a permit is required are subject to inspection by the Building Inspector to ensure that such signs are safely secured, supported, and braced.

Revocation of Permit. The City Council may revoke a sign permit upon failure of the permittee to comply with any provision of city sign regulations. Any party aggrieved by such revocation may appeal the action to the City Council within ten (10) days after revocation.

Expiration of Permit. A sign permit expires if the subject sign is not erected within 180 days after issuance.

Sign Design Standards. Sign design standards are relative to specific zoning districts. The design standards for specific zoning districts are available upon request.

Maintenance of Signs. Signs must be maintained by the owner in a safe condition. Any structural element of a sign which is missing or damaged must be replaced. A sign must be repainted whenever its paint begins to fade, chip, or discolor.

Removal of Signs. On-premise signs must be removed from the buildings and/or property by the property or sign owner within 14 days after the use is terminated. Off-premise signs must be removed within 14 days after discontinuation of use of the sign for advertising purposes, as indicated by removal of the advertising message or termination of the business so advertised.

I understand the preceding standards for sign permits and hereby submit my application for a sign permit.

Applicant's Signature _____ Date _____

FOR CITY USE ONLY	
Complete application received on: _____	by: _____
Sent to City Planner for review on: _____	(Attach Planner's report)
Scheduled for council consideration on: _____	(Attach copy of minutes showing approval or denial.)
Permit fee due: \$ _____	Amount paid: \$ _____
Check # _____	Received by: _____