

City of Longville
Sign Permit Application Process

Application:

- A. Applicant shall complete Sign Permit Application and submit to the Planning and Zoning Administrator.
- B. Application shall be accompanied by a drawing complete with the following minimum information:
 - a. Size of sign
 - b. Location and placement of sign
 - c. Type of sign (product material, illumination and other characteristics of sign.
 - d. Any existing sign information
 - e. Artwork of new sign

Review:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application attachments. The applicant will be notified where additional information is needed.
- B. The City Staff shall, based on submittals, compute the sign permit fee. This fee will be paid by the applicant at the time the application is submitted. The fee is non-refundable.

Action:

In order to obtain a sign permit, the following must happen:

- A. The City Clerk must review all current City billings and ensure that the proposed application meets the requirements of the Ordinance and if the application needs to go before the Planning Commission.

Sign Fee:

- \$1.50 per square foot
- Surcharge for lighted signs: \$50.00

City of Longville Contact Information:

City of Longville
5043 State Hwy 84
P.O. Box 217
Longville, MN 56655
Phone: 218-363-2022
Fax: 218-363-2726

City of Longville Ordinances can be found on the following website: cityoflongville.com

Please note: The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to install the sign. Close coordination with the City Staff to ensure that application submittals are complete and accurate will help applicants avoid delays.

APP# _____
Date _____
(For office use only)

**CITY OF LONGVILLE
SIGN APPLICATION**

Name of Applicant _____ Phone# _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:

Legal Owner
Contract
Option Holder
Agent
Other _____

Title Holder of Property:

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of Property:

Parcel ID No. _____ Zoning District _____

Replacement of Existing Sign: Yes ___ No ___
(Detail information of existing sign; size type, color, lighting and placement on property)

Proposed Sign:

Attach a drawing of proposed sign

Sign Placement: Free Standing () Attached to Structure Façade ()

Sign Size: (Sq. Ft.) _____ Sign Height: _____

Lighted Sign: Yes ___ No ___ One or Two Sided: One ___ Two ___

Any Special Features of Sign: Yes ___ No ___
(If Yes, Please Explain)

Approved by the Zoning Administrator: _____ Date: _____

**City of Longville
Sign Application Checklist**

APP# _____

Applicant Name: _____

Date: _____

CHECKLIST

- ____ Completed application
- ____ Fee received
- ____ All current City charges paid
- ____ Design plan with the minimum information attached