



Requirements for Non-Regulatory Sign Permit Applications:

- All sign permit applications in the Central Business District (downtown) are required to be reviewed by the Belle Plaine Design Committee. The Design Committee meets once a month. **Please note:** *it may take up to one month for an application to be reviewed.*
- Sign permit applications will only be reviewed if the application is complete.
- Sign permit application fees must be paid in full at the time the completed application is submitted for review.
- Any proposed variations from the sign ordinance (section 1107.20), will require applicant to apply for a variance. All variances are reviewed by both the Planning and Zoning Commission and the City Council. **Please note:** *it may take up to 60 days for the City Council to render a decision on a variance.*
- You will be notified once the permit is approved or denied. **No sign shall be installed until the applicant has received confirmation the permit has been granted.**
- Once the sign permit has been granted and the sign has been installed, **the applicant must notify the Community Development Department for a final inspection.**



City of Belle Plaine
 218 N. Meridian Street
 P.O. Box 129
 Belle Plaine, MN 56011

Community Development Department
Phone: 952-873-5553
 cynthias@belleplainemn.gov
 www.belleplainemn.gov

Fee: Perm. Sign: **\$50.00**/ Temp. Sign: **\$25.00** | **Permit #:** _____

NON-REGULATORY SIGN PERMIT APPLICATION

PROPERTY | Address: _____ | P.I.N: _____

Lot(s): _____ | Block(s): _____ | Subdivision: _____

Zoning: _____

APPLICANT | **Owner** | Name: _____ | Phone: _____

Address: _____ | Cell: _____

E-mail: _____ | Fax: _____

OWNER | Name: _____ | Phone: _____

Address: _____ | Cell: _____

E-mail: _____ | Fax: _____

SIGN | Width: _____ | Depth: _____ | Height: _____
(From ground to top of sign) | Number of Faces: _____

SIGN PLACEMENT:
(check all that apply)
 Front Yard | Side Yard | Rear Yard
 North Building Face | South Building Face | East Building Face | West Building Face
 Other: _____

IF ATTACHED TO BUILDING, INCLUDE FACE DIMENSIONS: | Width: _____ | Height: _____

Finish Material: _____ | Does sign project from building? **Yes** **No** | Projection Distance: _____

Sign illumination **Yes** **No** | Illumination location: _____

Will sign require one or more footing? **Yes** **No** | *If yes, a building permit will be required.*

SUBMISSION OF APPLICATION MUST INCLUDE:
 Attached color illustration showing messages and sign layout.
 Attached site survey/plan depicting sign location and distance from property lines and site structures.

APPLICANT SIGNATURE: _____ | **DATE:** _____

NOTE: It is the responsibility of the applicant to schedule a final inspection after sign installation is completed.

OFFICE USE ONLY

Date Received: _____ | **Permit Fee: \$** _____ | **Form of Payment:** _____

Zoning: _____ | **Other Fee: \$** _____ | **Date:** _____

Site Plan | **Total: \$** _____ | **Transaction Number:** _____

Colored Illustration | _____ | **Collected By:** _____

Reviewed by Design Committee **NA** **Approved** **Denied** | **Date:** _____

Zoning Administrator or Designee: _____ | **Date:** _____