



TEMPORARY SIGN PERMIT APPLICATION

Planning Division | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

SITE INFORMATION

Address of Sign Location:	Suite:
Property Identification Number:	
Legal Description:	
Zoning District:	
Multi-Tenant Building: <input type="checkbox"/> Yes <input type="checkbox"/> No	

TEMPORARY SIGN INFORMATION

Business/Organization Name:				
Temporary Sign Type:	<input type="checkbox"/> Hiring	<input type="checkbox"/> Grand Opening	<input type="checkbox"/> Promotion	<input type="checkbox"/> Other:
Sign Face Dimensions:	Height:	Width:	Total Sq Ft:	
Sign Material:				
Where will sign be placed on building:				
Display Start Date:	Display End Date:	Total Days:		
Brief Description of Sign and Sign Message:				

PROPERTY FEE OWNER INFORMATION

Property Fee Owner(s):		
Mailing Address:		
City:	State:	Zip:
Email:	Phone:	

APPLICANT INFORMATION

Applicant Name:		
Applicant is: <input type="checkbox"/> Sign Company/Installer <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Property Owner <input type="checkbox"/> Other:		
Mailing Address:		
City:	State:	Zip:
Contact Person:	Office Phone:	
Cell Phone:	Email:	

TEMPORARY SIGN REGULATIONS

- All temporary signs require a temporary sign permit before being installed.
- Temporary signs are permitted on a lot no more than four (4) times a year in any calendar year for a time period not exceeding a total of thirty (30) days in any calendar year.
- Temporary signs cannot exceed 32 square feet and only (1) one sign is allowed per business at any one time.
- All banners need to be professionally designed and constructed. Banners must be attached to the principal building and cannot be placed above the roofline or across any windows.
- The following types of signs are not allowed:
 - Any sign which contains or consists of pennants, spinners, ribbons, flags, streamers or similar outdoor advertising devices.
 - Balloon and air inflatable type devices or similar outdoor advertising apparatuses
 - Portable signs including but not limited to vehicle or trailer signs, signs transported on wheels, signs attached or painted on vehicles
 - Off-premise signs
 - Portable signs

APPLICATION SUBMITTAL	NOTES		
<p>Submit application form to the Savage Planning Department by mail, in person, or email to: savageplanning@cityofsavage.com</p> <ul style="list-style-type: none"> • Applicant will be notified by email when permit is ready for payment. • Staff will review your application within five to seven business days. • Once approved, you will be notified by email when ready for payment and issuance. 	<ul style="list-style-type: none"> • Incomplete or illegible applications will be returned to applicant. • Sign can be installed once you receive your permit. • Sign must be removed by approved end date. 		
FEES			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Temporary Sign Permit Fee</td> <td style="width: 30%; padding: 5px; text-align: right;">\$45.00</td> </tr> </table>	Temporary Sign Permit Fee	\$45.00	
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ACKNOWLEDGEMENT OF RESPONSIBILITY

I hereby certify that the information provided is complete and accurate and that I will abide by all sign regulations and other applicable codes, ordinances and policies of the City of Savage.

Applicant Signature(s):
Date:

CONDITIONS OF APPROVAL

Conditions of Approval:

FOR CITY USE ONLY

Zoning Approval:	Date:	DATE ISSUED:
		PERMIT NO:
		FEE: \$