



Sign Permit Checklist

The following information is required before the application will be accepted and considered complete:

For Scott County signage regulations, refer to Chapter 11 of the Zoning Ordinance on-line at www.co.scott.mn.us. Select "Ordinances" under "Your County Government."

Applicant Check-In

Staff Check-In

- Complete land use permit application, signed and dated by applicant and landowner
- Application fee: \$60.00 plus \$0.50 per square foot of sign area
- Two (2) copies of survey or detailed site plan showing:
 1. Location of proposed sign(s) and setback distances from property lines and right-of-ways
 2. An accurate indication of the location, area, and dimensions of each existing wall and freestanding sign, proposed sign, and proposed future sign(s) of any type, whether requiring a permit or not on subject parcel(s)
 3. All buildings and parking areas on subject parcel(s)
- Two (2) copies of design specifications
(graphic representation of sign face, dimensions, sign materials, lighting, etc.)
- Type of sign(s): Wall Sign _____ Freestanding _____ Other _____
- Sign(s) Area: _____' x _____' x _____ = _____ square feet
(Sign length) (Sign width) (# of sides) (Total sign area)
- Sign(s) Height: _____ feet
- If the proposed sign is along a state trunk highway or interstate highway, proof that the applicant has obtained a permit from the State (MN DOT) for the sign
- Other application materials as required by staff: _____

I hereby certify that the application and related materials contain all the required information and the supporting data are true and correct to the best of my knowledge. **Applicant Initial Here:** _____