

APPLICATION FOR SIGN PERMIT

City of Hutchinson

Return this form to: **Hutchinson City Center**
Building Department
111 Hassan Street SE
Hutchinson, MN 55350
Phone: (320) 234-4216

Office Use Only	
Sign Permit No.	_____
Date Received:	_____
SIGN PERMIT FEES	
Sign Permit	_____
Excavation Permit	_____
State Surcharge:	_____
Total Permit Fees:	_____

Applicant must fill out all information on this form that is applicable to the project. - Please Type or Print

SECTION 1 - DIRECTORY INFORMATION

Project Street Address: _____ Zoning District: _____

NOTE: Signs in the downtown C-3 Zoning District may require approval of the Downtown Design Committee for variations from the sign ordinance.

City PID No. _____ Property Description: _____

APPLICANT NAME: _____ Phone: _____

ADDRESS: _____

OWNER'S NAME: _____ Phone: _____

ADDRESS: _____

SECTION 2 - SIGN INFORMATION

TYPE OF SIGN: Wall Ground Portable Marquee Other

SIGN DIMENSIONS: Vertical: _____ Horizontal: _____

Number of sides: _____ Sign area per side: _____ sq. ft. Total sign area _____ sq. ft.

Is sign illuminated: Yes No Internal External

Total height of sign: _____ (27' Maximum height for ground signs)

Setback from property line _____ (Minimum 5' setback required) Distance from ground to sign base _____

Allowable sign area on property _____ sq. ft. (Refer to Sign Ordinance) Existing signage on property _____ sq. ft.

SECTION 3 - SKETCH OF SIGN: Include site plan and elevation drawing of sign or attach drawings.

SECTION 4 - APPLICANT/OWNER SIGNATURE

Applicant's Signature _____ Date _____

Applicant's Name - Printed: _____

SECTION 5 - APPROVAL BY CITY BUILDING OFFICIAL

Authorized Approval Signature: _____ Date _____