



SIGN PERMIT APPLICATION

Tax ID #	<i>For Internal Use Only</i>	Permit #
Permit Fee		Application Date

PLEASE READ: *This application must be completely filled out and submitted with the required items listed below before the Planning Department can process your Sign Permit. The Sign Permit review process may take a **minimum of ten (10) business days** before the permit is issued, so please plan accordingly.*

**** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED ****

I certify that all information contained within this application form and any other information provided by me in relation to this application is true and accurate to the best of my knowledge; I certify that I will comply with all applicable Federal, State and local laws and regulations in performing the work for which this permit is intended; and, I FURTHER UNDERSTAND THAT SUBMITTAL OF THIS APPLICATION DOES NOT CONSTITUTE AN APPROVED SIGN PERMIT.

Landowner/Applicant/Agent: _____

CIRCLE ONE OR MORE

SIGNATURE

DATE

Checklist of Submittal Requirements for Sign Permit <small>(TO BE PROVIDED AT THE TIME OF APPLICATION SUBMITTAL)</small>	CHECK BOX			
	Yes	No	N/A	
Complete Site Plan*				<i>*Please utilize the areas provided on this application or a separate document to produce a legible site plan and sign configuration.</i>
Detailed Sign Configuration* (to include dimensions and ground clearance)				
FEMA Flood Map of Subject Property – current (if applicable)				
Completed Application				
DOT Permit (if applicable) Approved DOT Permit received on: _____				<i>Must be approved by applicable DOT authority.</i>

Property Address:	Lot Size: acre(s)	Zoning:
Legal Description:	Section: _____	Township: _____ Range: _____

Property Owner Name:		
Property Owner Phone:		
Applicant Name:		
Applicant Address:		
City:	State:	Zip:
Applicant Phone:		
Applicant Email:		

Contractor Name:		
Contractor Address:	Phone:	
City:	State:	Zip:
Email:		
Sign Owner Name:		
Sign Owner Phone:		
*Electrical Contractor: (if applicable)		

By way my signature below, I acknowledge that payment of the Sign Permit application fee does not constitute issuance of this Sign Permit. I further agree that construction covered by this permit application shall not be commenced until I have received a copy of this application form signed by the Planning Director and stamped "APPROVED."

Signature of APPLICANT or AGENT

Signature of LANDOWNER

Subscribed and sworn to before me this _____

Subscribed and sworn to before me this _____

Day of _____, 20____.

Day of _____, 20____.

Notary Public for the State of South Dakota
My Commission Expires: _____

Notary Public for the State of South Dakota
My Commission Expires: _____

(NOTARY SEAL)

(NOTARY SEAL)

FOR INTERNAL USE ONLY

APPROVAL & ISSUE DATE

APPROVAL & ISSUE DATE	
<p>_____</p> <p style="text-align: center;">APPROVED BY</p>	<p>_____</p> <p style="text-align: center;">DATE</p>