



TEMPORARY SIGN PERMIT APPLICATION

Date Received: _____
Date Notified: _____
Date Paid: _____ Check/Cash/CC: _____
Permit #: _____
Expire Date: _____

Please print or type all information. Property owners' approval is required for temporary signs by signature below or letter of approval submitted with application.

Please review the Albertville Sign Ordinance which can be found on the City's website at www.albertvillemn.gov.

Applicant's Name _____ Address _____

Applicant's Cell Phone _____ Email _____

Applicant City _____ State _____ Zip _____

Applicant is (please check one): Owner Contractor Other

Address of Temporary Sign Location _____

PID# of Sign Location _____

PRINTED Property Owner's Name _____

Signature of Owner (Required) _____

Street Address _____

Property Owner's Phone _____

City _____

State _____ Zip _____

Sign Contractor's Name _____

Phone Number _____

Street Address _____

Email _____

City _____

State _____ Zip _____

Permit Cost: \$ 35.00 per 14 days per property - up to four consecutive permits

Type of Sign Requested (*Check all that apply*):

On Premise Off Premise Charitable Organization

Business/Development/Organization Name: _____

Location of Sign on Property: (***MUST INCLUDE SITE PLAN OR AERIAL PHOTO***)

Verbiage on sign:

Length of Permit: _____ No. Permits Already Issued this Year: _____

Width: _____ X Height: _____ = Total Square Footage _____

Terms and Conditions:

Signs erected without a permit or in violation of the City's ordinance may be subject to immediate removal and/or be subject to an administrative fine per Chapter 6 of the Albertville City Code. After one (1) notice of a sign violation of the Albertville Sign Code, the City shall levy administrative fines for subsequent violations or repeat offenses without additional notice. Failure to abide by the approved permit or the provisions of the Albertville Sign Code will be grounds for denial of additional permits for six (6) months following notice of violation.

Sign Permits will not be processed if incomplete.

I hereby certify that I have furnished information on this application, which is to the best of my knowledge true and correct. I also certify that I am the owner or authorized agent for the above mentioned property and that all construction will conform to all existing state and local laws and will proceed in accordance with submitted plans. I am aware of the aforementioned penalties for permit violation and that this permit can be revoked for just cause. Furthermore, I hereby agree that the City Official or a designee may enter upon the property to perform needed inspections.

I hereby confirm that I have read and agree to the previously stated terms and conditions:

Signature of Applicant

Date

Building Official Signature

Date Approved

***Please submit the completed application to maeghanb@albertvillemn.gov**