



**Application for Sign Permit**

**Fee: \$100.00 per sign**

Community Services  
 405 3rd Street East – P.O. Box 528  
 Thief River Falls, MN 56701  
 218-681-8506

<b>Location of Sign</b>			
Address	City Thief River Falls	State MN	Zip 56701
<b>Applicant</b>			
Name		Phone #	
Address	City	State	Zip
<b>Property Owner (if different from Applicant)</b>			
Name		Phone #	
Address	City	State	Zip
<b>Contractor's Name</b>			
Name		Phone #	
Address	City	State	Zip

**Attached are the following documents (Required to be submitted with application)**

- Attach a plan showing the sign size, location, type of material used and footing and foundation plan for pylons. If the sign is to be mounted on the building, show an elevation of the building and sign.

<b>Sign Details</b>			
Sign Size: Dimensions:		= Square Feet	Sign Height: (If freestanding)
Setbacks: From Property Line - Front	X Side	Rear	From Bldg
Colors:		Materials:	
Illumination: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		If Yes, Type:	

**Declaration**

I hereby certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief. I hereby authorize the City of Thief River Falls and any agent or employee of it, to inspect the proposed site at any reasonable time before and after any permit is issued related to this request.

Property Owner Signature (required)		Date
Applicant Signature		Date
<b>Review (For office use only)</b>		
<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>	By
Permit #		Date
<b>Conditions for approval:</b>		

## ***APPLICATION FOR A SIGN PERMIT***

All new signs in the City of Thief River Falls require a sign permit. Signs have an impact on the character and quality of the environment. They attract or repel the viewing public and affect the safety of vehicular traffic. The proper control of signs is of particular importance because of its historical quality and uniqueness. Signs should be kept within reasonable boundaries consistent with the objectives and goals of the community to retain its special character and economic advantages which rest in part on the quality of its appearance.

### ***Submission Requirements:***

- 1. Fill out sign permit review form.*
- 2. The following information shall be submitted with the application form:*
  - a. A drawing of the proposed sign or signs showing dimensions and describing materials, lettering colors, illumination and support systems.*
  - b. Photographs of the building face and the building faces of both adjacent buildings.*
  - c. A drawing of the building face and site plan showing the location of the proposed sign(s) as necessary.*
  - d. A cross-section of the building face showing how the sign will be attached and how far it will extend from the building.*
  - e. A building sign plan for a building with more than one use or business showing signs shall be required for new buildings.*
- 3. A \$100 filing fee shall be submitted with the application form.*

The Community Services Department shall review your application. If it meets the requirements of the sign regulations, a permit shall be granted.

If a proposed sign does not meet the requirements of the sign regulations, a variance must be obtained. Contact the Community Services Department for procedures. Variances to the sign regulations require, in addition to design review, a public hearing before the City of Thief River Falls Planning Commission.