

SIGN PERMIT PROCESS & SUBMITTAL REQUIREMENTS

17.2.04 Sign Permit.

Subd. 1 Applicability. It shall be unlawful for any person to erect, construct, enlarge, relocate, or structurally modify a sign or cause the same to be done in the City of Cloquet without first obtaining a sign permit for each such sign pursuant to this Section and *Section 17.5.13: Signs*.

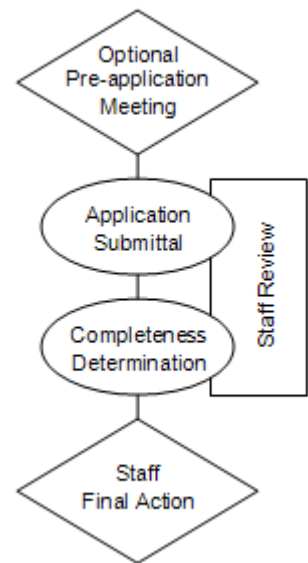
Subd. 2 Review Process.

- A. Optional Pre-Application Meeting. The property owner or owner's agent requiring a sign permit may request a pre-application meeting with the Zoning Administrator or other Authorized Agent to review the proposed work and clarify the requirements for obtaining a sign permit.
- B. Initiation. Initiation of a sign permit may be made upon application of the property owner or the owner's designated agent.
- C. Application Submittal. A complete application shall be submitted to the Zoning Administrator or other Authorized Agent pursuant to *Section 17.2.01, Subd. 4, B: Application Forms and Fees*. The application shall contain the following information:

- (1) The name, address, and telephone number of the sign owner, the property owner where the sign is or shall be located, and the sign contractor of the proposed sign.
- (2) Clear and legible scale drawing showing the construction, size, dimensions, materials to be used, and the location of the proposed sign and any existing signs on the premises.
- (3) Calculations or evidence showing that the structure and design comply with the provisions of *Section 17.5.13: Signs*.
- (4) Evidence of liability insurance policy or bond as required herein.
- (5) Such other information as the Zoning Administrator or other Authorized Agent may require to show full compliance with the provisions of this Chapter.
- (6) Signature of the applicant.
- (7) Payment of all required fees.

- D. Staff Review. The Zoning Administrator or other Authorized Agent shall complete the following tasks:

- (1) Determine if the application is complete pursuant to *Section 17.2.01, Subd. 4, D: Application Completeness*; and



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(2) Review the application, considering the criteria for approval, and submit the application to other City Staff for their review and comment as necessary or desired.

E. Staff Final Action. Within fifteen (15) working days of the City's receipt of a complete application and upon satisfactory review of the application, the Zoning Administrator or Authorized Agent shall approve, approve with conditions, or deny the request for issuance of a sign permit. If a sign permit is denied, within fifteen (15) working days of the denial, the Zoning Administrator or other Authorized Agent shall set forth in writing the reasons for the denial.

Subd. 3 Approval Criteria. The Zoning Administrator or other Authorized Agent shall issue a sign permit when the permit application is properly made, all appropriate fees have been paid, and the sign complies with the applicable provisions of this Chapter.