



City of Litchfield

Sign Permit Application

PLANNING DEPARTMENT
126 NORTH MARSHALL AVENUE
LITCHFIELD, MINNESOTA 55355
(320) 693-7201

Property Owner: _____ Phone: _____

Property Owner Email: _____

Street Address: _____ City: _____ Zip: _____

Contractor: _____ Phone: _____

Contractor Email: _____

Street Address: _____ City: _____ Zip: _____

Location of Sign: _____

REQUIRED INFORMATION: Please provide the following information.

- 1. Zoning district in which sign will be installed.
2. Scale drawing of sign including L x W x H and square footage.
3. Site plan of area sign will be installed and location of sign on site plan.
4. Schematic of frontage of building on which wall signs will be installed including linear footage of wall frontage.
5. Type of sign (wall, pole, entrance monument, etc.)
6. Material proposed to be used for sign.
7. Other information as needed.
8. Sign Permit Fee : 0 - 20 Square Feet = \$40.00
21 - 50 Square Feet = \$50.00
51 - 100 Square Feet = \$60.00
101+ Square Feet = \$75.00

I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge.

Applicant's Signature Date

Please allow at least 3 business days for processing.

BELOW IS FOR USE BY CITY OFFICIALS

Approved By: _____ Date: _____
Zoning Administrator

Comments: _____

Fee \$ _____ Rec # _____ Date _____