

**CITY OF WINDOM**  
**BUILDING AND ZONING OFFICE**  
 444 9<sup>th</sup> Street, Windom, MN 56101 (Phone: 507-831-6125)

**APPLICATION FOR PERMIT TO ERECT SIGN**

Site Address: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Applicant: \_\_\_\_\_

|                 |            |               |             |
|-----------------|------------|---------------|-------------|
| Property Owner: | Name _____ | Address _____ | Phone _____ |
|-----------------|------------|---------------|-------------|

|                 |            |               |             |
|-----------------|------------|---------------|-------------|
| Property Owner: | Name _____ | Address _____ | Phone _____ |
|-----------------|------------|---------------|-------------|

Sign Installer: \_\_\_\_\_

|                 |            |               |             |
|-----------------|------------|---------------|-------------|
| Sign Installer: | Name _____ | Address _____ | Phone _____ |
|-----------------|------------|---------------|-------------|

Existing Signs on Property (Location and Size): \_\_\_\_\_

Site Information: Lot Frontage \_\_\_\_\_ Square Feet of Building Face: \_\_\_\_\_ Zone: \_\_\_\_\_

Set Back from Curb: \_\_\_\_\_ Feet Set Back from Lot Line: \_\_\_\_\_ Feet

Distances from: Nearest Intersection \_\_\_\_\_ Feet Nearest Access Drives \_\_\_\_\_ Feet

NEW SIGN INFORMATION: Type of Sign: \_\_\_\_\_ Business \_\_\_\_\_ Advertising \_\_\_\_\_ Other - Describe: \_\_\_\_\_

No. of Posts for Sign: \_\_\_\_\_ No. of Sides (Ex. Single Face/Double Face): \_\_\_\_\_

Size of Sign Area Requested: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Square Feet  
 (Width) (Height) (No. of Sides)

Location and Height of Ground Sign: \_\_\_\_\_

(Also attach drawing of sign and site drawing for location of sign.)

Lighting: \_\_\_\_\_ Fluorescent \_\_\_\_\_ Neon \_\_\_\_\_ Incandescent \_\_\_\_\_ Flashing \_\_\_\_\_ None

Proposed Date(s) of Installation of Sign(s): \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**I HEREBY ACKNOWLEDGE that I have read this Application and state that the information is correct and agree to comply with the Ordinances of the City of Windom regulating sign construction and placement. It is expressly understood that this permit is conditioned upon maintenance of the sign in a satisfactory condition.**

Date: \_\_\_\_\_ X \_\_\_\_\_  
 Signature of Applicant

I hereby give my consent to the sign as proposed herein. X \_\_\_\_\_  
 Signature of Property Owner Date

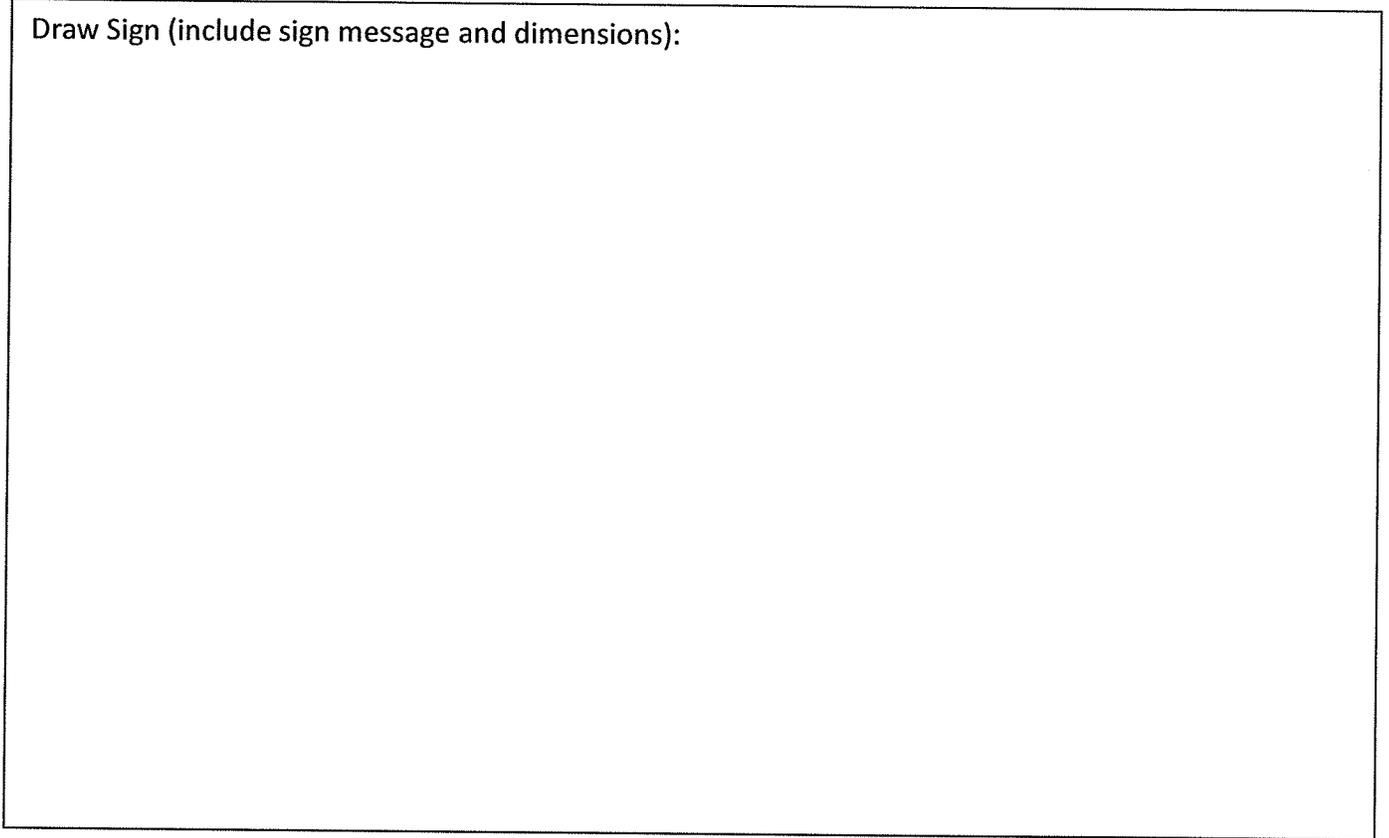
\*\*\*\*\*

**PERMISSION IS HEREBY GRANTED for the construction of the sign as described in the above application. This sign shall be in accordance with the regulations as set forth in the Sign Ordinance of the City of Windom.**

|            |                            |                  |                |
|------------|----------------------------|------------------|----------------|
| _____ Date | _____ Zoning Administrator | _____ Permit No. | _____ Fee Paid |
|------------|----------------------------|------------------|----------------|

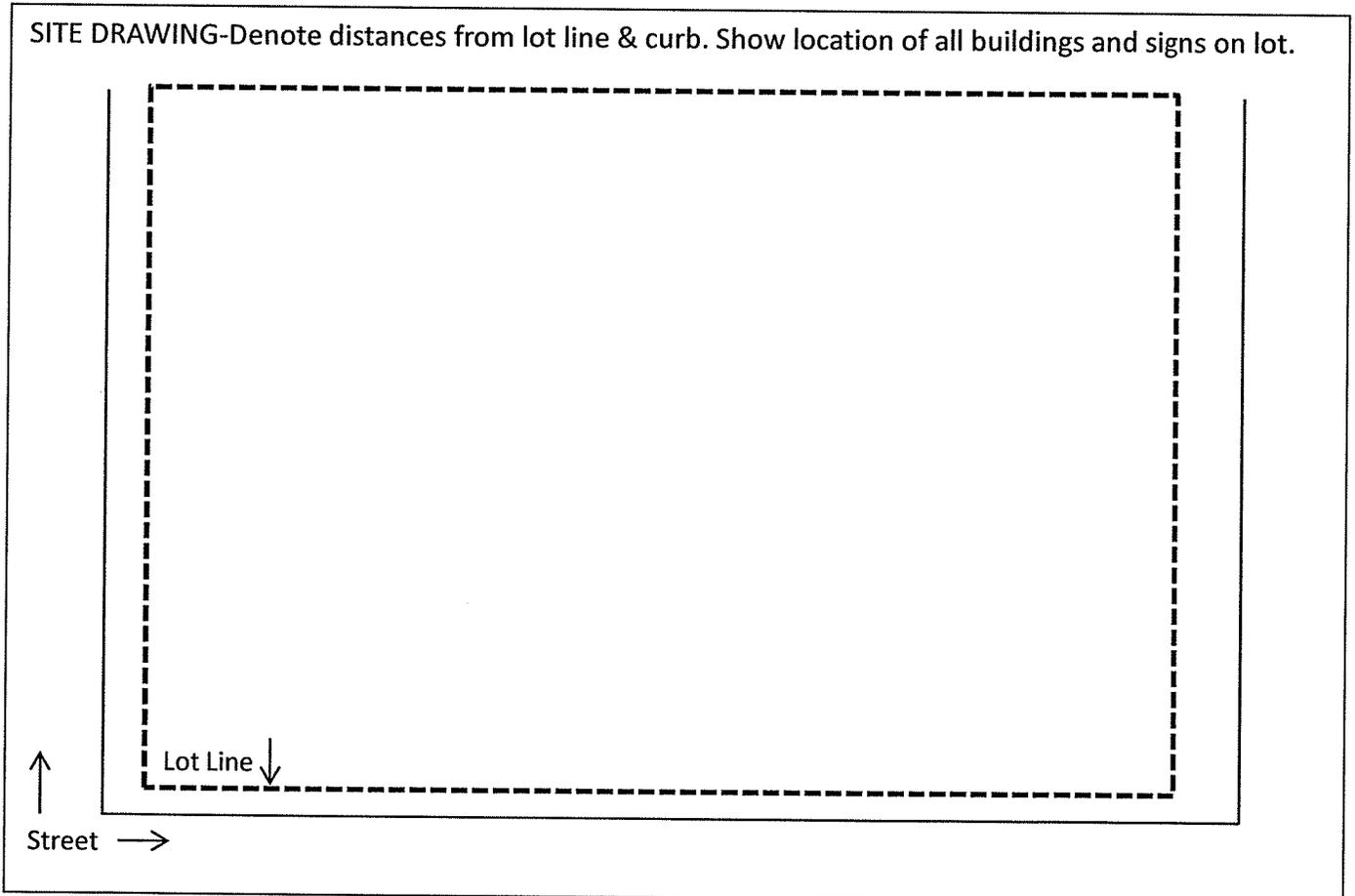
## Attachment to Application to Erect Sign

Draw Sign (include sign message and dimensions):



## Free Standing Signs

SITE DRAWING-Denote distances from lot line & curb. Show location of all buildings and signs on lot.



The diagram shows a rectangular lot boundary represented by a dashed line. Inside the lot, there is a solid line representing the curb. At the bottom-left corner of the lot, there is a downward-pointing arrow labeled "Lot Line". At the bottom-left corner of the entire drawing area, there is an upward-pointing arrow labeled "Street" and a rightward-pointing arrow labeled "Street".