



City of North St. Paul
 2400 Margaret Street
 North St. Paul, MN 55109
 Phone (651) 747-2407
 www.northstpaul.org

ZONING & LAND USE APPLICATION

PERMIT NO. _____
 DATE ISSUED _____
 Application fee: \$100.00
 + \$0.25 per square foot
 (code 1.3290)
 Please use 1 application per sign

APPLICATION FOR SIGN PERMIT

The sign permit process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

APPLICANT INFORMATION

Applicant Name: _____ Owner Name: _____
 Company (if applicable): _____ Company (if applicable): _____
 Address: _____ Address: _____
 City, State, Zip: _____ City, State, Zip: _____
 Phone Number: _____ Phone Number: _____
 Email: _____ Email: _____
 Are you the owner of the property? YES NO
 (If no, you must supply property owner information)

PROPERTY INFORMATION

Street location of property (address): _____
 Parcel Identification Number (PID) (see Ramsey County website): _____
 Legal description of property: _____
 Present zoning of property (see City website): _____
 Size of property (acreage): _____
 Title information: Abstract Torrens
 Property Description: Residential Commercial Industrial Institutional

PROPOSAL INFORMATION

1. Type of Sign: Free-standing pole sign (pylon) Ground mounted free standing Temporary Sign Bench
 Sign affixed to surface of the building Facade/Wall Sign Monument Sign Awning/Canopy/Marquee Sign
 Mural Real Estate Sign Portable Sign Movable Sign Institutional Sign Window Sign
2. Sign Dimensions: _____ Ft x _____ Ft = _____ Total Square Feet Number of Sign Surfaces: One Two
3. Proposed Setbacks: _____ (Ft) Front _____ (Ft) Side _____ (Ft) Rear Height of Sign: _____ Ft
4. Proposed Sign Copy: _____ Proposed Sign Colors: _____
5. Proposed Sign Material(s): _____
6. Building Wall/Facade Dimensions: _____ Ft x _____ Ft = _____ Total Square Feet
7. If any other signs are currently located on the site, please provide the type of sign and total square footage of existing sign(s):
 Type _____ Square Feet Type _____ Square Feet Type _____ Square Feet _____ Total Square Feet
8. Please list the type and total square footage of existing sign(s) anticipated to be removed: _____ Type _____ Square Feet _____ N/A
9. Will the sign be lit? Yes No If yes, please indicate the wattage, type and color of lights, light shields etc.

10. Provide a project description and explain the method of construction or attachment to the building.
11. Provide scaled drawings. Attach 1) A site plan illustrating the proposed location and setbacks of the sign and 2) A drawing depicting the sign, showing dimensions, colors and materials clearly defined. No sign shall be placed in an easement or public right-of-way.

NOTE TO APPLICANT

All completed application and accompanying materials are due 30 days prior to the scheduled Planning Commission meeting (if applicable). The purpose of this submittal requirement is to allow for:

1. Plan distribution to the City staff, consultants, and applicable government entities.
2. Project review time and generation of staff reports.
3. Project meetings between City staff and applicants.
4. Meeting materials preparation and distribution.

The North St. Paul City Codes guide and enable development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community. All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in an initial meeting with City staff prior to submitting a formal land use application. The initial meeting is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the initial meeting does not provide approval, or guarantee approval of the project. The City shall not accept plans, drawings, or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

There may be additional expenses pertaining to project review that is the responsibility of the applicant. All applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City Ordinance, help cover costs incurred by the City to review the application. The City of North St. Paul often uses consulting firms to assist in the review of projects. Please refer to the City's Fee Schedule for information on planning review fees and other applicable costs.

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period for an additional 60 days, if necessary, due to insufficient information or scheduling difficulties. Please review the corresponding checklist that goes with the request. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date given may result in a delay of the review by the Planning Commission and City Council.

ACKNOWLEDGEMENT

I certify that all information submitted is true and correct and I fully understand that all information and a complete application must be submitted at least 30 days prior to a Planning Commission meeting to ensure review by the Planning commission on that date. By signing this form, I hereby acknowledge the receipt of the checklist and procedure for the project to be submitted for consideration. It is my responsibility to check all applicable ordinances pertaining to the application, comply with all ordinance requirements, and submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant signature: _____ Date: _____

Owner Signature: _____ Date: _____

PROPOSED MEETING DATES (if applicable):

Design Review Commission: _____ Planning Commission _____ Parks & Rec Commission _____
Environmental Advisory Commission _____ City Council _____

FOR OFFICE USE ONLY

Date submitted: _____ Date complete: _____ If incomplete, date letter sent to applicant: _____
Date of public hearing: _____ Publication date: _____ Date notice sent to adjoining properties: _____
Amount fee paid: _____ Date fee paid: _____ Receipt #: _____ File #: _____

Planning Commission action: _____ Recommend approval: _____ Recommend denial: _____
Date applicant/property owner notified of Planning Commission action: _____

City Council action: _____ Recommend approval: _____ Recommend denial: _____
Date applicant/property owner notified of City Council action: _____

Date filed with Ramsey County Recorder office: _____