



Permit No. _____

Fee: _____

APPLICATION FOR SIGN OR FENCE PERMIT

Property Owner: _____ Phone #: _____

Mailing Address: _____

Person, firm, corporation or association erecting the sign or fence:

Phone # _____

Street address and legal description of property sign or fence being erected:

Property Parcel No.: _____

Estimated Cost of Project: \$ _____

Attach drawing showing sketch of sign. Also include a site plan (drawn to scale) showing location of sign or fence, setbacks from side, front, back, etc.

Signs: Number of faces: _____ Total body of sign: _____ sq. ft.
Dimensions: Width: _____ ft. Length: _____ ft.
Height: _____ ft. (as measured from ground to highest point)
Lighting: Yes _____ If yes, hours of illumination: _____
No _____

Fence: Length: _____ ft. Height: _____ ft.

Type of material to be used for sign or fence: _____

(Example: wood, metal, etc. - - If sign, posts – treated wood, iron, etc.)

Date
Signature of Applicant

Date
Signature of Owner (if other than applicant)

SIGN and/or FENCE PERMIT APPLICATION INFORMATION SHEET

Please fill out the sign/fence application permit form completely. **A site plan, drawn to scale, is required showing the setbacks from property lines affected (side, front, back). The area must be staked showing the exact location of the proposed sign/fence. An n-site review will be conducted by city staff prior to issuance of any permit.**

Have you:

- () Completed and signed the application?
- () Included the fee with the application? No application will be considered without the fee.
- () Included a scale drawing of the property showing the exact proposed location of the sign and/or fence?
- () Staked proposed site of sign and/or fence?
- () Contacted Gopher State One Call? (800) 252-1166

Application for Zoning Permit – Applicant MUST be Legal Property Owner!

SITE PLAN DESIGN

Sketch the proposed project on the graph below. Include the following items:

- Lot Size (dimensions)
- Dimensions of the Proposed Project
- Distance from property line (setbacks) on ALL sides

This application has been reviewed and on-site inspection has been completed. I hereby recommend issuance of a permit for the above referenced project.

Approved

Denied

I hereby certify that the facts stated in this application are true and correct to the best of my knowledge:

Signature of Applicant

Date:

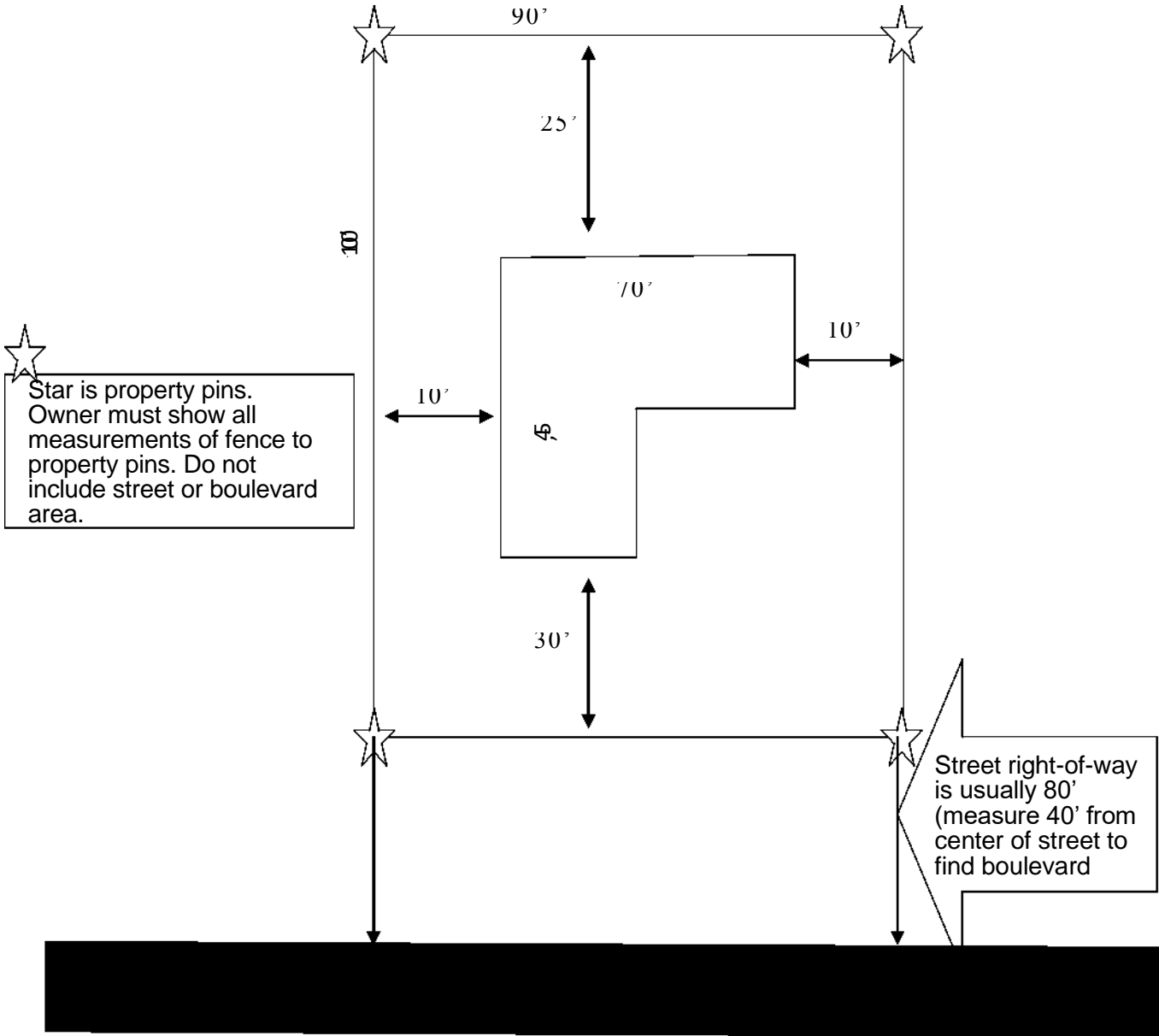
Public Works Supervisor

Date:

SAMPLE Site Plan Design Sketch

(As required on application)

The City of Henning requires the front setback to be inspected by city staff prior to installation of footings.



The property owner must contact the City Clerk's office once the structure has been staked out. City staff will measure to ensure that setbacks are adequate. **THE CITY OF HENNING ASSUMES NO RESPONSIBILITY OR LIABILITY FOR THE ACCURACY OF ANY PROPERTY PINS.**

Application for Zoning Permit – Applicant MUST be Legal Property Owner!

FENCE PERMIT ADJOINING PROPERTY OWNER(S) APPROVAL

I have discussed the proposed style, height and location of the Requestors fence with the Requestor and give the Requestor permission to erect the above-described fence between our adjoining properties.

NEIGHBOR'S NAME (Print): _____

STREET ADDRESS: _____

SIGNATURE: _____

I have discussed the proposed style, height and location of the Requestors fence with the Requestor and give the Requestor permission to erect the above-described fence between our adjoining properties.

NEIGHBOR'S NAME (Print): _____

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