



PO Box 245 - 239 MN Hwy 78 N Ottertail, MN 56571 Phone: (218) 367-2250 FAX: (218) 367-2251
Email: otcity@arvig.net www.cityofottertail.com

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 on-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 One? (1-800-252-1166)



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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 # _____

Location of proposed sign or fence (include street address and legal description):

Parcel No. _____ (from property tax statement)

Evacuation: () yes () 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)

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

Maintenance Supervisor: _____ Date: _____