



Case Log # _____

Sign Adjustment Application

SITE ADDRESS: _____

Applicant Information

Company: _____

Contact Person (print): _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

PROPERTY OWNER

Name/Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip code: _____

PID Numbers: 27- _____ 27- _____ 27- _____ 27- _____

Present Zoning: _____

Notes to Applicant

- Sign adjustment applications must be submitted under the general application deadlines. These can be found attached to the Multi-Purpose Planning & Zoning application or on the city website.
- BOAA meetings are limited to eight agenda items; please check with Planning Division staff before submitting application.
- If the location of the sign is in a setback or easement, additional review time is required.
- Please share any additional information that would be helpful for the BOAA or Planning Commission on the back.

Submittal Checklist

- ___ Completed Application
- ___ Legal description of property
- ___ Survey or site plan showing proposed sign location. The proposed location must be outside of all City easements.
- ___ Sign elevations displaying the materials, colors and views from off-site.
- ___ Diagram of the sign showing all dimensions, particularly width and height of all portions of the sign.
- ___ Letter of Intent explaining the purpose of the sign and how it enhances the site through architectural and aesthetic design.
- ___ \$200 fee payable to "City of Shakopee"

Applicant's Signature

Date

Property Owner's Signature

Date

CITY OF SHAKOPEE USE:	Date Received	Amount Received	Receipt #