



City of Burnsville
 100 Civic Center Parkway
 Burnsville, MN 55337-3817
 Phone: 952-895-4455
 jane.hovind@burnsvillemn.gov

New Permit (\$285) _____

Renewal Permit (\$235) _____

2017 TEMPORARY/SEASONAL OUTDOOR SALES PERMIT APPLICATION

No more than 2 permits (up to 90 days each), will be issued to a site per year

1. _____
 Name of Applicant _____ Telephone No. _____
2. _____
 Address of Applicant _____
3. _____
 Contact (If other than Applicant) _____ **Email Address (Required)** _____ Telephone No. _____
4. _____
 Address/Location of Sale _____
5. _____
 Items to be Sold _____
6. _____
 Duration of Sale _____ Hours of Operation _____
7. Display Area (**Submit a Site Plan with Application**)

8. Structures to be Used _____
9. _____
 Signage Text _____ Signage Size _____ Signage Type _____
(Signage is limited to one sign not to exceed thirty two (32) square feet and a separate sign permit is required)
10. Additional Lighting: _____ Yes _____ No
 If Yes, Describe: _____
11. Applicant's Signature: _____ Date: _____
12. _____
 Property Owner's Name _____ Telephone No. _____
13. Property Owner's Signature: _____ Date: _____

Office Use Only

Date Received _____

Approved: _____ Denied: _____ By: _____ Date: _____

Comments: _____



2016 TEMPORARY SIGN APPLICATION

Business Banner, Development Project, Transient Merchant, Community Event, Temporary Seasonal Sales

Phone: 952-895-4440

FAX: 952-895-4512

100 Civic Center Parkway * Burnsville, Minnesota 55337-3817

www.burnsville.org/property

NAME OF SIGN COMPANY/APPLICANT: _____

ADDRESS OF SIGN COMPANY: _____ ZIP CODE: _____

CONTACT PERSON WITH COMPANY: _____ PHONE NO.: (____) _____

E-MAIL: _____

TODAY'S DATE: _____ PROPOSED DURATION OF SIGN: From _____ To _____

NAME OF BUSINESS WHERE SIGN WILL BE LOCATED: _____

ADDRESS WHERE SIGN WILL BE LOCATED: _____

CONTACT PERSON WITH COMPANY: _____ PHONE NO.: (____) _____

E-MAIL: _____

NAME OF LANDLORD & CENTER (IF MULTI-TENANT): _____

CONTACT PERSON: _____ PHONE NO.: (____) _____

E-MAIL: _____

SIGN TYPE:

- checkbox New Business Banner - Banner stating "Now Open" or "Grand Opening" may be displayed during first 90 days of a new permanent business opening
checkbox Development Project Sign - Display allowed on site until 95% of the project is developed
checkbox Business Banner - A banner stating the business name, allowed for max. of 90 days
checkbox Transient Merchant Sign - Allowed as regulated by Conditional Use Permit & Transient Merchant License
checkbox Community Event - Temporary off premise signage promoting an event sponsored by or part of an event sponsored by a School District, Athletic Assoc, or City
checkbox Temporary Seasonal Sales Sign - One sign allowed, not to exceed thirty two (32) square feet

CONTENT OF SIGN:

PLACEMENT: On Building: _____ Other (describe): _____

SIGN SIZE: Dimensions: _____ x _____ = _____ Sq. Ft. (Grand Opening Banner max. 50 Sq. Ft.)

SETBACKS: From Property Line: _____ From Building: _____

COLORS: _____ MATERIALS: _____

All applications must be fully completed and accompanied by an application fee, as well as the following:

- To scale diagram of wall sign located on the building elevation.
Dimensioned diagram of sign copy and structure, showing color, materials, total sq footage, and type of illumination.
Landlord approval on drawings (if in a multi-tenant building).

NEW BUSINESS BANNER/COMMUNITY EVENT/TEMPORARY SEASONAL SALES = NO FEE TRANSIENT BUSINESS = \$244/30 DAYS BUSINESS BANNER = \$244/60 DAYS, \$233/ADDITIONAL 30 DAYS DEVELOPMENT PROJECT = \$92.00

I hereby agree to abide by all sign regulations and other applicable codes, ordinances and policies of the City of Burnsville.

Signature of Applicant _____

Date _____

Office Use Only

Date Approved _____

Approved By: _____

Permit No. _____