

**HELGA TOWNSHIP**  
Hubbard County, Minnesota

**OFFICE USE:**  
Permit # \_\_\_\_\_  
Date issued \_\_\_\_\_

**APPLICATION FOR SIGN PERMIT**

PLEASE PRINT and complete this application carefully and completely according to the instructions. It is the responsibility of the applicant to provide accurate data and all required documentation with this form. Incomplete or inaccurate data and failure to fill in all of the required information may result in a delay or disapproval of your application.

A fee of \$25.00 made payable to **Helga Township** must accompany this application. This nonrefundable fee does not guarantee approval. **There is a penalty if installation work is started before approval of this application.**

Name of Applicant: _____			
Mailing Address: _____		City _____	State _____ Zip _____
Phone #	Home _____	Work _____	Cell _____
Applicant Email Address: _____			
Sign Installers name if different than applicant: Name: _____			
Mailing Address: _____		City _____	State _____ Zip _____
Phone# Business:	_____		Cell _____
Contractor's License #: _____			
Contractor's Email Address _____			
Sign Location – Address: _____ City _____ State _____			
Zip _____		Primary Access Roads: _____	
Attached is written consent of property owner if not applicant. _____ Yes _____ No _____ NA			

**SIGN SPECIFICS**

Type of Sign: Single Faced _____ Double faced _____ Multi-faced _____
Illuminated _____ Dynamic Display _____
Description of Sign: _____
Sign Materials: _____
Sign attachment mechanism: _____
Dimensions of sign: _____ by _____ by _____ by _____
Proposed height at top of sign above ground surface is _____
Attached is a scaled site plan showing location of lot lines, existing and proposed structures, parking areas, existing and proposed signs and any other physical features _____ Yes _____ No
If location of sign is along state highway, attach copy of appropriate state permit _____ Yes _____ No

**PROPOSAL**

This property will be used for (be specific) \_\_\_\_\_

Describe the existing use of the property: \_\_\_\_\_

Does your proposal include additional lighting that can be seen from roads, public waters, or adjacent properties?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Explain: \_\_\_\_\_

Does your proposal include anything that may be a nuisance or otherwise be considered incompatible with your neighbors?

\_\_\_\_\_ Yes \_\_\_\_\_ No Explain \_\_\_\_\_

**For a Sign permit you need to submit a scaled diagram showing location of lot lines, existing and proposed structures, parking areas, existing and proposed signs accesses including roads and driveways and any other physical features.**

**ALL APPLICANTS MUST SIGN BELOW**

I hereby certify that I am the applicant and will conform to the provisions of the Helga Township and Hubbard County Ordinances. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Helga Township staff to inspect the property during review of this application and subsequent construction during reasonable times of the day for the purpose of administration and enforcement.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**RETURN THIS APPLICATION TO:**

Jeff Schussman Phone: (218) 766-9030  
26713 500<sup>th</sup> ST  
Bemidji, MN 56601