



# Temporary Sign Permit:

Ames Park

## Requirements:

1. Applicant must submit an application with a rendering or picture of the proposed sign to Community Development Department. No fee is required.
2. A time-line for the display will be given and must be followed. Failure to do so will result in the loss of future use of the area for display.
3. Signs may not be posted longer than 14 days prior to the event and must be removed by 12:00 AM on the last day approved for display. If the sign is not removed on time, the next group may remove the previous banner to hang their own.
4. The sign may be allowed for a maximum of 28 days within any single 12-month period.
5. All signs must be either for a non-profit, event-based activity or for charity within the City of Northfield.
6. Signs must be attached to and not damaging the existing posts. The size of the sign must fit within the parameters of the City installed posts that are 6 ft. tall and 12 ft. apart.
7. Applications are not accepted more than three months prior to the date of the event.
8. Sign may not be installed until written approval is received from the Community Development Department.
9. Submittal of the application and sign rendering may be dropped off at City Hall, mailed in or electronically submitted to Kari Bonde at [kari.bonde@ci.northfield.mn.us](mailto:kari.bonde@ci.northfield.mn.us)

## Event Details

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Dates Requested for Display: \_\_\_\_\_ to \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### \*Office Use Only\*

Approved

Approved with changes

Denied

Dates for Display: \_\_\_\_\_ to \_\_\_\_\_

Comments: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Defeat of Jesse James Days is the City of Northfield's annual celebration - the Ames Park Banner will be reserved for this event the week before Labor Day and through the event.)