

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division – 7700 Market Boulevard
Mailing Address – P.O. Box 147, Chanhassen, MN 55317
Phone: (952) 227-1130 / Fax: (952) 227-1110



**SIGN PLAN REVIEW
APPLICATION CHECKLIST**

Applications will be processed only if all requested items are submitted

All permanent signs shall be designed and constructed in a uniform manner and, to the extent possible, as an integral part of the building's architecture. Multi-tenant commercial and industrial buildings shall have uniform signage. When buildings or developments are presented for site plan review, proposed signs for the development shall be presented concurrently for staff review. All planned centers and multi-tenant buildings shall submit a comprehensive sign plan for approval by the Planning Commission and City Council.

Prior to filing an application for a Sign Plan Review, the applicant shall attend a conference with city staff. The application shall include the following:

- (1) Completed Application Form.
- (2) Evidence of ownership or an interest in the property.
- (3) Application fee to of \$150.
- (4) Sign plan showing location and type of signage for the development.