



RIGHT OF WAY ENCROACHMENT AGREEMENT APPLICATION

Contact Information:

Applicant/Owner Andrew Sigerson  
Mailing Address 7 3<sup>rd</sup> St SE Suite 202  
Phone 701-838-1998 Email \_\_\_\_\_

Application Information:

(Legacy Design Strategies)  
Address of Requested Encroachment 7 3<sup>rd</sup> St SE Suite 202  
Legal Description of Property Cenex 5<sup>th</sup> Addition Lot 2

Briefly describe the reason for this request Cabinet depth of 7"  
The cabinet overhangs the sidewalk  
Clearance of 11' 6"

[Signature] \_\_\_\_\_ 6-15-21  
Signature of Applicant Date

\*\$100.00 processing fee will be required before recording of encroachment (after City Council approval).

# City of Minot

Planning Department

## Sign Application

Office Address: 1025 31<sup>st</sup> St SE  
 Mailing Address: PO Box 5006  
 Minot, ND 58702  
 Email: [planner@minotnd.org](mailto:planner@minotnd.org)  
 (701) 857 - 4122

### City of Minot Zoning Ordinance: Article 5

#### APPLICATION REQUIREMENTS

A complete application includes the following:

- Rendering:** A full-color scaled rendering (8.5 x 11) drawn to scale, of the proposed signage, including the type of sign to be erected, the area of the sign, the exact measurements, the shape of the sign, how the sign is to be illuminated (if at all), and an explanation of how the sign is to be mounted or erected.
- Site Plan, if applicable:** A site plan (8.5 x 11) drawn to scale, including north arrow, scale, the proposed location of the subject sign, location of all existing ground and wall signs on the property, entrance driveways from public streets, property lines, street right-of ways, public or private easements, building locations, and landscaping. Applicable for multiple signs or master sign plan.
- Building Elevation:** An elevation (8.5 x 11) drawn to scale, of the building wall or canopy on which the sign will be mounted, indicating the dimensions in linear feet of the sign, wall, or canopy.
- Engineer Designed Plans, if applicable:** (8.5 x 11) The construction documents for a monument or pylon sign shall be prepared by a Registered Design Professional and shall provide structural information for new signs or replacement signs.
- Electrical Inspection, if applicable:**
  - All signs shall meet local and state electrical codes.
  - Name of Electrical Contractor: \_\_\_\_\_
  - Electrical Contractor Phone Number: \_\_\_\_\_
  - Electrical Contractor Email: \_\_\_\_\_

#### GENERAL INFORMATION

Dannette Brothers	Legacy Design Strategies	
Applicant/Contact Name	Company Name	
7 3rd St. SE Suite 102	701-838-1998	Danette@ldstrategies.com
Address	Phone	Email
Knockout Design	55446	
Contractor Name (if different)	License #	
6751 4th St. SW	701-852-6805	kod@knockoutdesignnd.com
Address	Phone	Email

Original Minot Addition E 60' Lots 16-19	Property Owner/Tenant's Name
Legal Description	Property Owner/Tenant's Address
CBD	Property Owner/Tenant's Phone
Property Zoning Designation	Property Owner/Tenant's Email
7 3rd St. SE Suite 102	
Physical Address of Sign	
Non-lit Wall Cabinet	
Brief Description of Sign	

Continued:

**TYPE OF SIGN (Limit ONE Sign per application)** Sign # \_\_\_\_\_ of 1 in a series.

- Freestanding   
 Billboard   
 Wall   
 Monument   
 <sup>1</sup>Digital   
 <sup>2</sup>Master Sign Plan  
 Other: \_\_\_\_\_

**TYPE OF WORK**  New (\$100.00)     Alteration (\$15.00)     Excavation(\$15.00)

<sup>3</sup>Foundation Plans Provided:  Yes     No    Total Cost \$ 100

**CALCULATIONS**

100	Property Frontage (Freestanding and Wall Signs)		Maximum Area SF (per City Ordinance)	14' 6"	Overall Height (Tallest Point)	5' 11"	Width of Face (sign only)
17.5	Area of Sign is SF (Sign Face)	3'	Height of Face (Sign Only)	11' 6"	Clearance (in feet)	36sf	Existing Signs(s) (Square Footage)

<sup>1</sup>**Digital Display Conformation:** Digital display requirements are firmly defined in the City Ordinance. By signing the Sign Permit Application, the owner and/or operator of the sign confirms they have read and agree to abide by all rules within the City Ordinance regarding digital display regulations and confirm that they understand what can and cannot be displayed.

<sup>2</sup>**Master Sign Plan:** For each sign being installed as part of the Master Sign Plan please check that box in addition to the box for the type of sign.

<sup>3</sup>**Foundation Plans Provided:** Foundation plans must be provided for Freestanding, Billboard, and/or Monument signs.

**Sign permits shall be valid for one (1) year from the date issued. After one year without work, the permit will be revoked and the sign cannot be erected without a new permit.**

I understand that failure to provide all requested information on the application is cause for disapproval of the application. I am responsible for the information shown and I certify that, to the best of my knowledge, it is accurate.

Signature of Property Owner/Lease Holder

Date

Signature of Applicant

Date

**Office Use Only**

Permit Number

Receipt Number

Received

**Engineer Designed Plans:** The construction documents shall be prepared by a Registered Design Professional and shall provide structural information for new signs or replacement signs:

- |                             |                              |                             |                              |
|-----------------------------|------------------------------|-----------------------------|------------------------------|
| ✓ Sign Requires Foundation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| ✓ Plans Required?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| ✓ Plans Provided?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| ✓ Stamped Plans Required?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Building Official

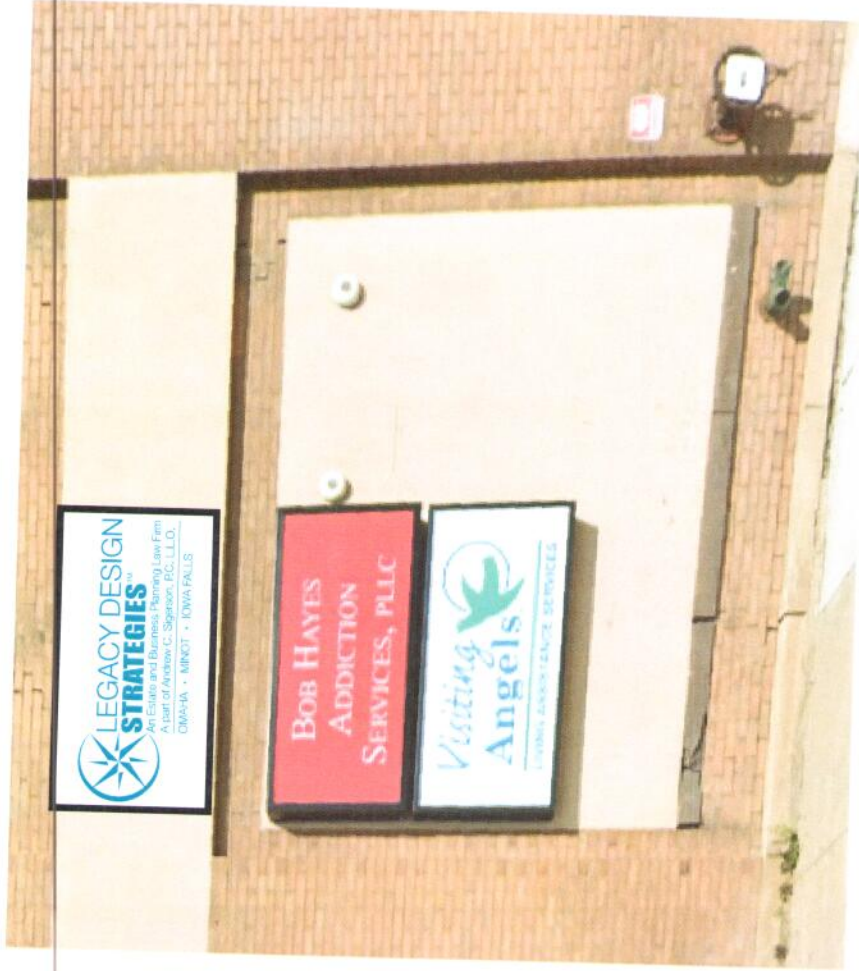
Date

**Comments:**

City Approval Signature

Date

# Wall Cabinet Preview - New Sign Location



5'11"

3'



Non-Lit Cabinet  
(match existing)

## Company/Business: Legacy Design Strategies

Date: 6-11-21

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**KNOCKOUT DESIGN**

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