

City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Sign Permit

July 21, 2025

Sign Permit

Emmanuel Christian Center
7777 University Avenue NE



SIGN PERMIT APPLICATION

City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432
763-784-6491
Permits@slpmn.org

JOB ADDRESS: 7777 University AVE. Spring Lake, MN

APPLICANT INFORMATION:

Name: Mark Grell (Grell Graphics)

Address: 189 Bridgepoint Dr. South St. Paul, MN

Email: mark@GrellGraphics.com Phone: 651-307-7897

☒ New Construction
☐ Remodel
☐ Word Change

CONTRACTORS INFORMATION:

Please Note: Contractors must be licensed with the City of Spring Lake Park

Name: Grell Graphics

Address: 189 Bridgepoint Dr. South St. Paul, MN

Email: mark@GrellGraphics.com Phone: 651-307-7897

State License #: _____ Expiration Date: _____

DESCRIPTION OF WORK TO BE COMPLETED:

Illuminated channel letters in the front, letters are mounted on raceways painted to match.

REAR SIGNS will be decal vinyl on diamond backer (Black)

Square Footage of front of Building (Length X Width): FRONT - 14' x 146' = 2044 sq
REAR - 14' x 146' = 2044 sq

Square Footage of all existing signs (Length X Width): NONE

Square footage of proposed sign or signs (Length X Width): FRONT - 109.16 sq
REAR - 241 sq.

IS AN ELECTRICAL PERMIT REQUIRED?

Yes ☒ No ☐

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park, MN:

1. To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the permit.
2. To authorize and direct the City of Spring Lake Park to remove said sign & structure, at the expense of the applicant, where maintenance is not furnished, but only after hearing and after notice of sixty (60) days, specifying the maintenance required by the City.
3. To provide any other additional information which may be required by the Building Inspection Department.

Applicant Signature: _____

Date: 7/1/25



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REQUIREMENTS:

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right of way and property lines. Said drawing to be prepared to scale.

Attach blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Include a drawing showing location and message on sign.

If you are not the owner of the property, include a **SIGNED** letter from the owner giving permission to erect the sign.

If the application is **NOT** fully completed, it will be denied at time of processing. Please verify that all necessary information is legible and plans are included with job cost estimates.

NOTE: All applications are due by noon on the Tuesday preceding the Council Meeting.

*****FOR OFFICE USE ONLY*****

Fee: 621.25

Receipt Number: _____

Date of Approval: _____

Date of Issue: _____

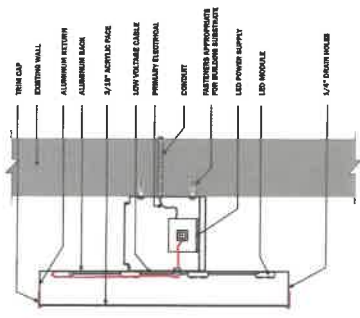
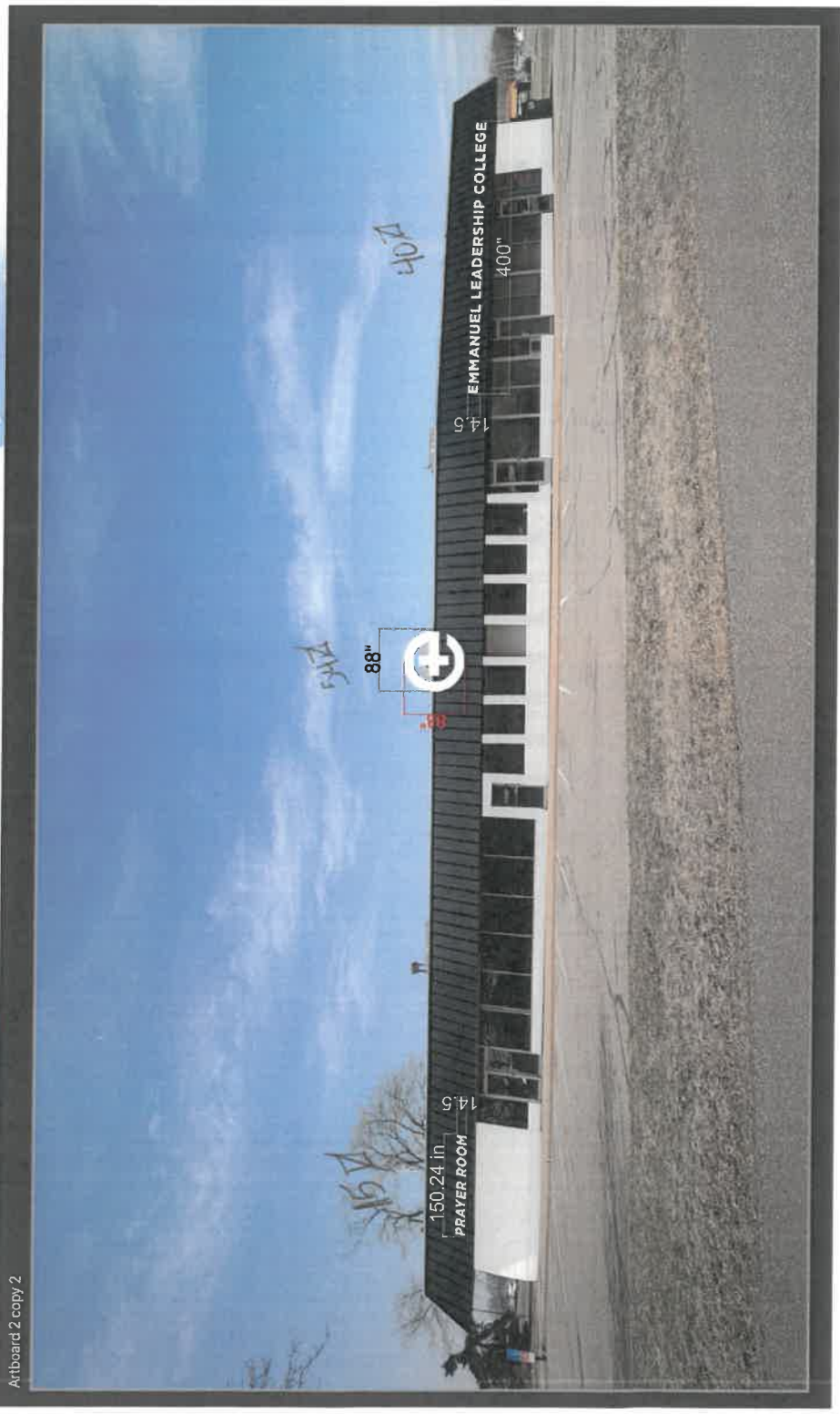
Reason for Denial: _____

15 $\checkmark$ - \$75
54 $\checkmark$ \$75 + 14(1.25) = 92.50
40 $\checkmark$ - \$75
88 $\checkmark$ \$75 + 48(1.25) = \$135
53 $\checkmark$ \$75 + 13(1.25) = \$91.25
102 $\checkmark$ \$75 + 62(1.25) = 152.50
\$ 621.25

2044 - Front
613 $\checkmark$ - 30%
352 $\checkmark$ - proposed
261 $\checkmark$ Remaining



Artboard 2 copy 2



Standard Face LH -
LED Illuminated w/ Raceway

Building Color

☐ Grey ☐ Black

Vinyl Colors

☐ NONE ☐ NONE ☐ NONE

Trim Can Acrylic

☐ BLACK ☐ BLACK ☐ White

☐ Trim ☐ Can ☐ NONE

CLIENT	EMMANUEL CHURCH	CLIENT ADDRESS	Emmanuel Church 7777 University Ave. Spring Lake Park, MN 55432
JOB #	20222006	DATE	07.15.2025
SALES REP	Mark Grell	EMAIL	MARK@GrellGraphix.com
ART LOC.			
ARTWORK PHASE		☐ CONCEPTUAL ☐ REVISION ☒ FINAL ARTWORK ☐ PRODUCTION ☐ SHOP DRAWING	

CLIENT APPROVAL	LAND LORD APPROVAL
SIGNATURE:	SIGNATURE:
DATE:	DATE:

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favorite



White Vinyl Letters
over black Diebond
backer

Building Color

☐ Grey

☐ Black

Vinyl Colors

☐ NONE

☐ NONE

☐ NONE

☐ BLACK

☐ BLACK

☐ White

☐ NONE

☐ NONE

☐ NONE

☐ BLACK

☐ BLACK

☐ White

☐ NONE

☐ NONE

☐ NONE



(612) 802-5572
187 Bridgepoint Drive St. Paul, MN 55075 South

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JOB #	20222006	ARTWORK PHASE	☐ CONCEPTUAL ☐ REVISION ☒ FINAL ARTWORK ☐ PRODUCTION ☐ SHOP DRAWING
DATE	07.15.2025		
SALES REP	Mark Grell		
EMAIL	Mark@GrellGraphix.com		
ART LOC.			

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SIGNATURE:	SIGNATURE:
DATE:	DATE:

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