



**Delano**  
MINNESOTA

**City of Delano**  
234 2<sup>nd</sup> Street North, PO Box 108  
Delano, MN 55328  
763-972-0550  
Fax: 763-972-6174  
[www.delano.mn.us](http://www.delano.mn.us)

### DYNAMIC MESSAGE BOARD SIGN

The City of Delano will use the message board sign for publication and announcement for City of Delano related events, news, updates and community messages. The content and quality of messages will be determined by the City. Please read this form carefully and answer all questions thoroughly. Only complete applications will be accepted. **Form must be submitted a minimum of two (2) weeks prior to event message dates.** Forms submitted after this date are not guaranteed to be displayed.

#### 1. APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 2. ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### 3. ACCOUNTS PAYABLE INFORMATION

Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### 4. EVENT INFORMATION

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

Answering "NO" to the following questions will result in denial of application. See Dynamic Message Board Sign Policy for more information.

Does your event take place within the community of Delano? ☐ Yes ☐ No  
Is your event open to the public? ☐ Yes ☐ No

Dates message to be displayed: *\*All messages are displayed at a minimum of one week (seven days).*

Week One: \_\_\_\_\_  
Week Two: \_\_\_\_\_

Message content as displayed on sign. *\*Maximum of four lines per slide and four words per line. Twenty to twenty-five characters per line.*

Line One (Top) \_\_\_\_\_  
Line Two: \_\_\_\_\_  
Line Three: \_\_\_\_\_  
Line Four: \_\_\_\_\_



**5. APPLICANT SIGNATURE:**

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Signature of Applicant

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Date

**NOTICE TO APPLICANT:**

In the course of your application for a license under Delano's General Licensing requirement, you may be asked to supply non-public data. The purpose and intended use of this data is to provide a means for the City to evaluate whether you comply with the application requirements for the general license application. You may refuse to supply the requested data, but this may result in an incomplete application which may result in your application being denied. This non-public data may be reviewed by the City of Delano, employees of the City of Delano who are assigned to review such information, and the City of Delano's legal consultant. In addition, this data may be reviewed by specific advisory boards and subcommittees of the City of Delano, who assist the City in evaluating your application. You hereby agree to release the data to those boards and subcommittees for the purpose of effectuating that review.

Failures to complete, supply, or falsify any or all information contained within this application will result in a delay or denial or revocation of your license and/or application.

The undersigned, an applicant for a license under the rules and regulations of the City of Delano, understands and consents to the release and use of private or confidential data, as described above and acknowledges receipt of a copy of excerpts of City Code, Chapter 4, Public Protection and General Licensing.

Also, the undersigned does hereby agree to defend, indemnify, and hold harmless, the City of Delano, its officers, employees and agents, for any and all claims, causes of action, lawsuits, losses or expenses, including reasonable attorney's fees and costs, on account of bodily injury, sickness, disease, death, and property damage as the result of any action of the undersigned.

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Applicant Signature

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Date

***Staff Use Only:***

Date App. Received:	Amount Paid:	Receipt No.:
Approved Dates:	Week 1:	Week 2:
Date Draft Sent:	Date Changes Submitted:	
Date Applicant Approved:	Date Staff Approved:	
Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Signature:	