



2022

Temporary Sign Zoning Permit Application Information

General

A permit application must be completed, submitted to the City, and approved for each temporary sign and prior to the sign being displayed. If any sign is installed or placed on any property prior to receipt of a permit, the specified permit fee shall be doubled and the property owner may be issued a citation which may include a court appearance. All information needs to be provided or the City will deem the application incomplete and the permit will be returned to applicant. The sign location address and **property owner signature** shall be provided on the permit application.

Duration

Signs may not be displayed for more than a total of **90 days per property**, per calendar year. A single permit shall not exceed 30 consecutive days.

Sign Location

Signs must be located on the property of the business and the advertising message must only relate to business conducted on that premises, except that nonprofit or charitable organizations as defined by Internal Revenue Code section 501(C)(3) may have off-premises signs. Nonprofit organizations shall be limited to three (3) signs per event and the signs shall not exceed 90 days per calendar year.

Signs may not be placed in any right-of-way and must be located on an approved surface; not including fire lanes and/or circulation drive lanes. *(Asphalt, concrete, class-5 and crushed concrete are considered approved surfaces. Landscaped areas are not considered approved surfaces)*

Size

Maximum sign size shall be limited to **56 square feet** and shall not exceed **9 feet** in height. Lettering shall not extend beyond the edges of the sign.

Required Fees: *(payment due at the time each permit is submitted)*

All applicable fees must be included with each temporary sign permit application.

- Fee: **\$40.00** for each sign permit

Questions?

Questions regarding temporary signs and fees should be directed to the Community Operations and Development office at 763.635.1000.



2022 Temporary Sign Zoning Permit

Property Owner Information

Property Owner Name: _____

Address: _____
Street City State Zip Code

Phone: _____

I hereby certify that I have furnished information on this application, which is to the best of my knowledge true and correct. I also certify that I am the owner or authorized agent for the above mentioned property and that all construction will conform to all existing state and local laws and will proceed in accordance with submitted plans. I am aware that I may be issued a citation for any and all temporary signs that do not meet the city ordinance. I am aware that this permit can be revoked for just cause. Furthermore, I hereby agree that the City Official or designee may enter upon the property to perform needed inspections.

Property Owner Signature: _____ Date: _____

Applicant Information Email: _____

Applicant Name and Business/Organization: _____

Address of applicant: _____

Address of sign location: _____

Phone: _____

Applicant Signature: _____ Date: _____

Both Required

Sign Information

Area in feet (*width x height*): _____ x _____ Height in feet: _____

Date Installed: _____ Date Removed: _____ Total Number of Days: _____

Site Plan

Site plan required to be drawn on Page 4 and approved surface must be indicated.

Fee

\$40.00 fee - Fee payment is due at the time the permit is submitted. A temporary sign permit fee is required for **each new permit**.

Planning Department Approval: _____ Date: _____ 2019

Address: _____

Property Owner Signature (your permit will not be accepted without this)

_____ Date: _____

Site Plan

Please draw a site plan where the temporary sign will be located.

Please check which approved surface the sign will be placed on:

- Building Asphalt Concrete Class-V Crushed Concrete

****SIGNS CANNOT BE LOCATED ON ANY GRASS AREAS OR OTHER LANDSCAPED AREAS****

