



# 2016

## 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/deposits must be included with each temporary sign permit application.

- Fee: **\$30.00** for each sign permit
- Deposit: **\$100.00** for each sign permit *The deposit shall be forfeited if the sign is placed on an unapproved surface and/or was erected past the date removed, as indicated on the permit.*

Deposit Refund requests need to be received within 30 calendar days of the "Date Removed" as indicated on permit.

### **Questions?**

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



# 2016 Temporary Sign Permit Deposit Refund

**DO NOT INCLUDE THIS FORM  
WITH THE TEMPORARY SIGN PERMIT APPLICATION**

*It will not be filed with the permit.*

Please fill out and return this form **AFTER** the sign has been removed.  
(13065 Orono Parkway, Elk River, MN 55330)

**Requests need to be received within 30 calendar days of the "Date Removed"  
as indicated on permit or the Deposit will not be returned**

*The deposit shall be forfeited if the sign is placed on an unapproved surface  
and/or was erected past the date removed, as indicated on the permit.*

*Refund checks are mailed out the first and third weeks of the month*

**Property Information** (of the sign location)

Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

**Refund Check Information** (Please print clearly)

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Administrative use only.*

The deposit may be returned in full to the above applicant.

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_

Code \_\_\_\_\_ Amount \_\_\_\_\_



# 2016 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

Applicant Name and Business/Organization: \_\_\_\_\_

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 and Deposit

\$30.00 fee + \$100.00 deposit - *Fee and deposit payment are due at the time the permit is submitted. The deposit shall be forfeited if the sign is placed on an unapproved surface and/or was erected past the date removed, as indicated on this permit.*

A temporary sign permit fee and deposit are required for **each new permit**. The deposit will be returned when the City receives a request in writing for the deposit within 30 calendar days of date removed. See page 2 for Deposit Refund Form.

Planning Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_ 2016

**Site Plan**

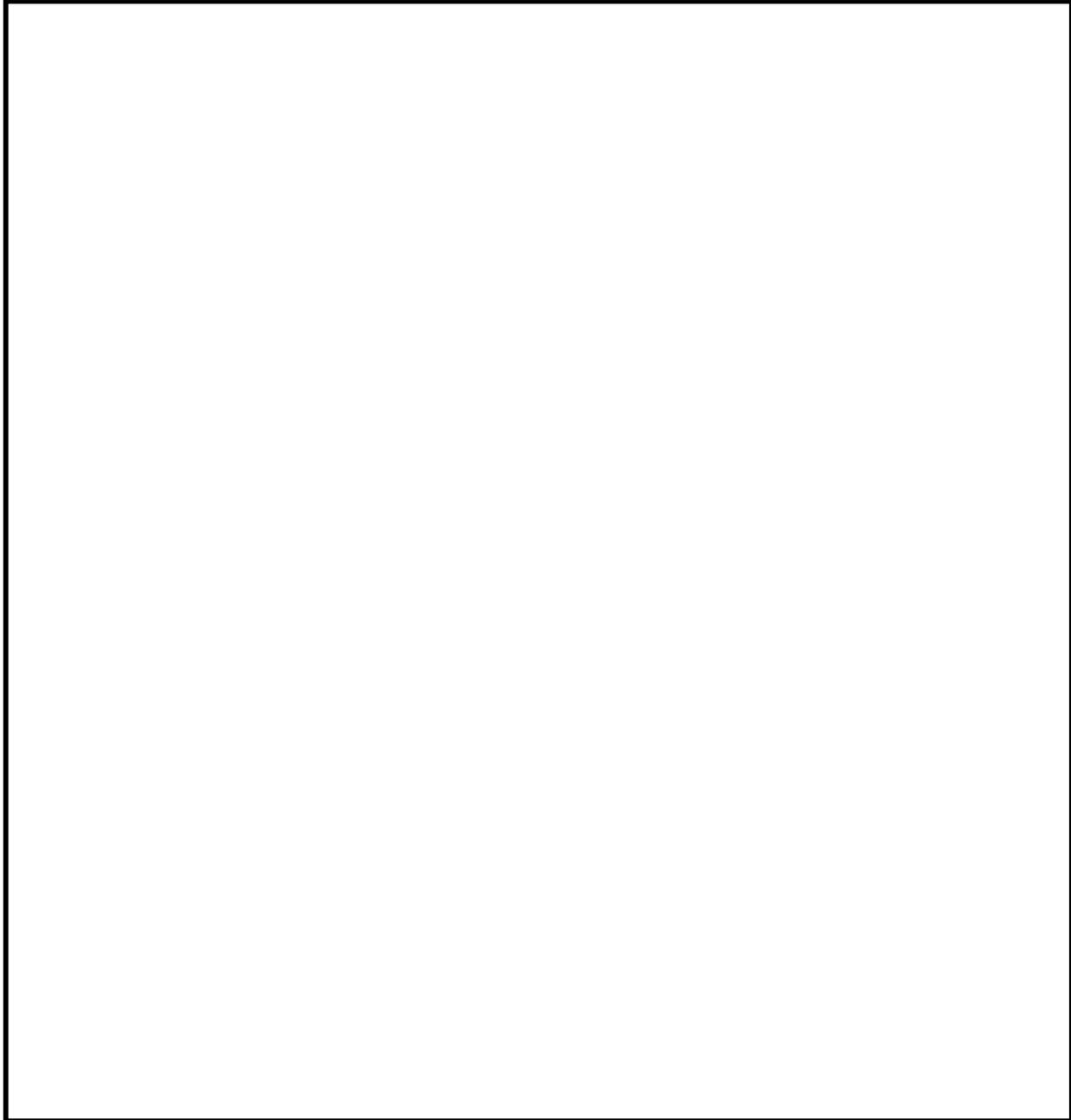
Please draw a site plan where the temporary sign will be located.

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

- Asphalt     Concrete     Class-V     Crushed Concrete

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

*The deposit shall be forfeited if the sign is placed on an unapproved surface  
and/or was erected past the date removed, as indicated on this permit.*



**Permits can be mailed to 13065 Orono Parkway, Elk River, MN 55330**