

**TEMPORARY SIGN PERMIT  
COMMERCIAL  
APPLICATION**

125 Pine Cone Road North  
SARTELL, MN 56377  
PHONE: 320-253-2171  
FAX: 320-253-3337



**Fee - \$100**  
Updated 12/29/17

DATE RECEIVED \_\_\_\_\_

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**JOB/BUSINESS NAME** \_\_\_\_\_

NAME OF SHOPPING CENTER/BUSINESS PARK \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NUMBER AND TYPE OF TEMPORARY SIGNS (UP TO THREE IN ONE CALENDAR YEAR, PER ZONING LOT)

SIGN 1 DATE \_\_\_\_\_

SIGN 2 DATE \_\_\_\_\_

SIGN 3 DATE \_\_\_\_\_

SIGN LOCATION(S) \_\_\_\_\_

\_\_\_\_\_

SIZE OF PROPOSED SIGN(S) \_\_\_\_\_

OVERALL HEIGHT \_\_\_\_\_

SIGN MATERIALS \_\_\_\_\_

**Commercial Temporary Signs**

1. Permit is required at the beginning of each calendar year determining the times in which a temporary sign is proposed to be erected on any given property. The business or property owner must obtain the permit. Minor modifications may be made to the permit through-out the year. Erecting a temporary sign outside the times and dates dictated by the permit may limit the abilities to gain permit approval in subsequent years.

2. Temporary signs are valid for 15 consecutive days. A total of three permits are allowed per property regardless of the number of businesses or tenants. If a property has a business with more than three tenants, up to three permits are allowed per year.
3. Only freestanding temporary sign are allowed and may not exceed 12 square feet in size and 6 feet in height including support structures.
4. Signs must be made of a permanent rigid material. Signs of a nonpermanent nature such as plastic banners and poster boards made of cardboard, paper are not allowed.
5. Temporary signs attached to a building are not allowed.
6. No temporary sign shall contain off-premise commercial messages.
7. No sign shall have more than two (2) faces
8. No sign shall be lighted by attached external or individual internal lights either directly or indirectly.
9. The following temporary signs are prohibited:
  - a. Illuminated, animated, rotating, inflatable and flashing signs
  - b. Sign in which balloons, pinwheels, streamers or similar objects are attached.
  - c. Signs attached to other signs, landscaping materials, posts or utility poles.

*Signs must be on private property and shall not be permitted within the public right of way.*

This application must be signed by the owner or applicant (if different from the owner).

I, the undersigned, have read and understand the above.

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Signature of Applicant/Owner

Date

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Signature of Contractor/Real Estate Agent (if acting as the applicant)

Date

Office Use Only

Planning Department Approval: \_\_\_\_\_

Removal Date of Last Sign: \_\_\_\_\_