2415 Wilshire Blvd, Mound, MN 55364
Phone 952-472-0600 Fax 952-472-0620

SEASONAL, BANNER, & PORTABLE SIGN PERMIT APPLICATION

Note: Any information supplied on this form will be considered public according to the Minnesota Government Data Practices Act.

SITE	Property Address _____ Zone _____ Business Name _____ Phone _____
APPLICANT	Name _____ Email _____ Phone _____ Fax _____ Other _____
OWNER	Name _____ Phone _____ Fax _____ Other _____
SIGN CONTRACTOR	Company Name _____ Address _____ Contact Person _____ Email _____ Phone _____ Fax _____ Other _____

See City Code Chapter 119-4

☐ **Seasonal Sign $25** - Dates from _____ to _____ Size ____ feet x ____ feet = ____sf

Message _____

_____

Seasonal Signs - Seasonal signs of a temporary or portable nature may be used in the non-residential districts to promote or advertise on-premise seasonal services or merchandise. Such signs shall be limited to a maximum of thirty-two **(32) square feet** and shall not be left in place for more than a two **(2) month** period. **Permits and fees shall be required** for all seasonal signs, and permits may be issued no more than **two (2) times per calendar year per business.**

☐ **Banner/Pennant $25** - Dates from _____ to _____

Describe event _____

Sign locations (list or attach map) _____

_____

Temporary banners and pennants employed for grand openings of business establishments, special events or promotions and holidays are **not exempt from permits and fees** and shall be removed within thirty (30) days upon permit issuance unless an alternate schedule is approved by the City Council. Temporary banners and pennants are prohibited from being placed upon any decorative fencing unless the banner or pennant is used in conjunction with a government, a quasi-public function, or similar-related special event. Permits for banners and pennants can be issued no more than four (4) times per calendar year.

☐ **Portable Sign (no fee)** - Dates from _____ to _____ Number of signs _____

Sign locations (list or attach map) _____

_____

Describe sign (message, materials, etc.) _____

_____

Portable Signs used for the purpose of directing the public may be permitted under the following conditions:

(a) Said sign is coincidental to, or used in conjunction with, a **governmental unit or quasi-public function**; and

(b) The period of use of said sign shall not exceed thirty **(30) consecutive days**; and

(c) Signs shall not be used more than four **(4) times during a calendar year**; and

(d) Signs shall be placed on the premises of the advertised event and/or on such other premises following approval of a temporary sign permit by the City of Mound. Administrative approval of a portable sign permit is permitted if the following conditions are met:

1. The sign is not being placed on public property.
2. Written permission from the property owner of record is provided if being located off-premises.
3. The criteria reference in subsections (a), (b), and (c) above are met.
4. The proposed location of the sign is reviewed and deemed acceptable by Mound Staff, which shall include the Police, Planning, and Engineering Departments, based on the following criteria:
   - The sign is not being placed in the road right-of-way.
   - The sign does not obstruct the sight triangle for pedestrian or vehicular traffic.
   - Placement of the sign does not create any potential traffic or other related hazard; and

(e) Portable sign **placement on public property requires City Council approval**; and

(f) Such signs shall require the issuance of a permit but will be exempt from all fees; and

(g) In the instance of a multi-use facility, only one seasonal sign may be placed on the premises at any one time.

Applicants are advised that incomplete applications or insufficient information can delay the processing of the permit request or may result in the application being rejected. Please fully complete all involved sections of the application and provide as much detail as possible, including, but not limited to, the proposed locations of signs, using addresses or landmarks, and written permission from the property owner for off-site locations.

_____ _____

APPLICANT'S SIGNATURE **DATE**

(OFFICE USE ONLY) SPECIAL CONDITIONS & COMMENTS: _____

_____

RECEIVED BY & DATE	PLANS CHECKED BY	APPROVED BY & DATE		COPIED	APPROVED
			ZONING		