



City of Maple Grove
Community & Economic Development
12800 Arbor Lakes Pkwy
Maple Grove, MN 55369
763-494-6040

TEMPORARY SIGN PERMIT APPLICATION

Permit Fee: \$5.00

Business Name: _____

Business Address: _____

Applicant Name: _____ Phone: _____

Applicant Email: _____

Property Owner: _____ Phone: _____

(If not applicant)

SIGN SPECIFICATIONS

Sign Message: _____

Type of Sign: _____ Location: _____

Sign Dimensions (Not to exceed 40 square feet): Length: _____ Width: _____

Display Dates (10 Days maximum): From: _____ To: _____

Please include an accurately dimensioned drawing of the proposed sign.

APPLICATION AGREEMENT

The undersigned hereby makes application for a temporary sign permit as herein specified and hereby declares that the information submitted with this application is true and correct. See reverse for additional Sign Ordinance information.

Signature _____
Date

For Office Use

Zone District: _____ Setback: _____ # of Permits Past Year: _____

Date Paid: _____ Payment Type: _____ Permit No: _____

Sign Valid From: _____ To: _____

Comments: _____

Inspector Approval: _____ Date: _____

CODE OF ORDINANCES
CHAPTER 24 - SIGNS

Sec. 24-6. - General regulations.

(f) *Placement of signs on right-of-way or public land.*

- (1) No sign other than governmental signs shall be erected or placed for any period of time within or upon any public land except as may be authorized in this subsection.
- (2) Only governmental signs, signs for a rummage sale posted no more than 120 hours in any eight-day period and signs advertising the sale of real estate between the hours of 6:00 p.m. Friday to 6:00 a.m. Monday may be erected or placed within any public right-of-way or easement. No nongovernmental sign shall be placed in a public right-of-way abutting private property unless permission to place such a sign is first obtained from the owner, occupant or other person having control of the abutting private property.
- (3) Any sign other than governmental signs remaining on such property in excess of 120 hours in any eight-day period, or placed for any length of time in violation of subsection (2) of this subsection, may be summarily removed by the city or other governmental agency owning such public right-of-way or easement and, at its discretion, destroyed.

(g) *Banners, pennants, searchlights and similar devices.*

- (1) The temporary use of banners, pennants, searchlights and similar devices shall require a permit, the fee for which is set forth in chapter 16, article VII. Portable signs and like devices are expressly prohibited.
- (2) The permit shall be valid for ten consecutive days and shall be prominently displayed during the period of its validity.
- (3) Permits shall be available only for business proprietors at their place of business and shall be available at the frequency of one permit per proprietorship during any 12-month period. However, where more than one proprietorship or business uses the same building or parcel, no more than one temporary sign device shall be in place at any one time. The collective total of such businesses may qualify for one permit during any 12-month period.
- (4) Devices such as banners and pennants shall not exceed 40 square feet.
- (5) Violations of this subsection (g) shall be resolved as follows:
 - a. The administrator shall notify in writing the permit holder or, if none, the person he believes to be responsible for the temporary sign, setting forth the violation, corrections required and a 24-hour time limit for compliance. Failure to notify the administrator of a change in permit information, the failure to apply for a permit, or the failure of the administrator to correctly identify the person responsible for the temporary sign shall not be a defense to a violation of this subsection or an impediment to the procedures set forth in this subsection.
 - b. If any violation remains uncorrected at the end of the 24-hour period the administrator may, at the expense of the person described in subsection (5)a of this subsection, cause the temporary sign to be dismantled, removed or otherwise rendered in compliance without further notice and in a manner reasonably calculated to allow its proper placement.

April, 2019