



**Environmental & Economic  
Development Department**  
1902 County Road B East  
Maplewood, MN 55109  
(651) 249-2300 (651) 249-2319 fax  
www.MaplewoodMN.gov

**Fee: \$500**

## COMPREHENSIVE SIGN PLAN APPLICATION

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Address of site: \_\_\_\_\_

|                       |         |
|-----------------------|---------|
| Applicant:            |         |
| Contact person:       |         |
| Address:              | Zip:    |
| Telephone (work):     | (home): |
| Email address:        |         |
| Interest in property: |         |

|                              |         |
|------------------------------|---------|
| Property owner(s) of record: |         |
| Address:                     | Zip:    |
| Telephone (work):            | (home): |
| Email address:               |         |

|                            |
|----------------------------|
| Legal description of site: |
|----------------------------|

|                           |
|---------------------------|
| Proposed use of property: |
|---------------------------|

|                               |
|-------------------------------|
| Site size (acres or sq. ft.): |
|-------------------------------|

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature (if different from applicant) \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ By \_\_\_\_\_ Receipt # \_\_\_\_\_

Revised 10/2018

## **COMPREHENSIVE SIGN PLANS SHALL BE PROVIDED FOR THE FOLLOWING:**

- Business premises with five (5) or more tenants on the premise and all multiple-story buildings with two (2) or more tenants in the building.
- Dynamic display wall signs.
- Large campuses consisting of buildings and land of ten (10) or more acres.
- Shared signs.
- All developments approved as a planned unit development.
- Murals on business premises.
- Temporary sports facility sponsorship signs.
- Long-term (greater than 3 months) exemptions to temporary window and banner signs.

## **FILING REQUIREMENTS**

- A site plan or survey showing the location of all proposed and existing signs on the property.
- Sign elevations showing the size, height, color, lighting and orientation of all signs and/or murals.
- Narrative describing your sign plan proposal.
- For comprehensive sign plans for business premises, provide a list of property owners and their addresses for your site and for all properties within 500 feet. The City can provide this list upon request.
- Application fee of \$500. **This fee is nonrefundable.** Make your check out to the City of Maplewood.

## **PROCEDURE**

- Return this application to: Environmental and Economic Development Department  
1902 County Road B East  
Maplewood, MN 55109
- Comprehensive sign plans shall be reviewed by the Community Design Review Board (CDRB). The board may allow exceptions to the sign ordinance for sign areas, densities, and dynamic display changeover rates for the plan as a whole if the signs are in conformity with the intent of this article, results in an improved relationship between the various parts of the plan, and encourages and promotes the removal of nonconforming signs through the use of shared signs. Additionally, the CDRB may approve long-term (greater than 3 months) exemptions to temporary window and banner signs if the applicant shows that there are unusual circumstances with the request.
- The CDRB meets on the fourth Tuesday of the month at 6 p.m. A comprehensive sign plan application should be submitted one month prior to the meeting date you would like your plan reviewed. However, once the City considers your application(s) complete it may take 60 to 120 days to process. In some instances, Comprehensive Sign Plans can be processed administratively.
- City staff will schedule a meeting with the CDRB after preparing a report and recommendation.
- The Community Design Review Board approval shall be final, unless the applicant, staff, or city council appeals the CDRB's decision. An appeal shall be presented to the administrator within fifteen (15) days of the CDRB's decision to be considered by the City Council.