



City of Maplewood  
 1902 County Road B East  
 Maplewood MN 55109  
 Phone: (651) 249-2300  
 Fax: (651) 249-2319

Permit #: \_\_\_\_\_  
 Planning   
 Building   
 City Clerk

**SIGN PERMIT APPLICATION - 2019**

Street address of proposed sign location: \_\_\_\_\_  
 Name of the business at this location: \_\_\_\_\_

Applicant/business name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Sign installer: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Number and type of existing signs: \_\_\_\_\_

**PROPOSED SIGNS**

**Freestanding:**

Dynamic Display Sign (if yes, see below)  yes  no  
 Overall height \_\_\_\_\_  
 Face width \_\_\_\_\_  
 Face height \_\_\_\_\_  
 Sign square feet \_\_\_\_\_

**Wall:**

Dynamic Display Sign (if yes, see below)  yes  no  
 Gross square footage of principal structure  
 (BC/BC-M/M-1/M-2 zoning only) \_\_\_\_\_  
 Gross square footage of the wall that the  
 sign will be installed  
 (Residential/LBC/CO/NC zoning only) \_\_\_\_\_  
 Linear footage of building frontage the  
 sign will be installed  
 (Mixed Use zoning only) \_\_\_\_\_  
 Sign width \_\_\_\_\_  
 Sign height \_\_\_\_\_  
 Sign square feet \_\_\_\_\_

**Temporary (12 square feet or over):**

Type of temporary sign: \_\_\_\_\_  
 Portable \_\_\_\_\_  
 Balloon / Banner / Other \_\_\_\_\_  
 Sign square feet \_\_\_\_\_  
 Sign installation and removal dates \_\_\_\_\_  
 Business allowed 30 days per year or 60 days if new business

**Billboard (requires CUP also):**

Overall height \_\_\_\_\_  
 Face width \_\_\_\_\_  
 Face height \_\_\_\_\_  
 Sign square feet \_\_\_\_\_

**Dynamic Display Sign (LED, etc.):**

- Yearly license required from City Clerk
- Comp Sign Plan Application required for wall sign
- Display operation  
 (Please attach separate statement describing  
 the proposed operation of the display face)

Is sign illuminated?  yes  no Note: If sign is illuminated an electrical permit will be required

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: \_\_\_\_\_

Name Printed \_\_\_\_\_

Zoning Approved: \_\_\_\_\_

Building Approved: \_\_\_\_\_  
 (Only freestanding over 6ft)

City Clerk Approved: \_\_\_\_\_  
 (Only dynamic display signs)

## SIGN APPLICATION REQUIREMENTS

You must provide all of the following items with your application, unless the Environmental and Economic Development Department Director waives a requirement:

1. **An application fee.** The fees are as follows:
  - Wall Sign permit fee - \$110
  - Freestanding Sign permit fee - \$175
  - Dynamic Display permit fee - \$175
  - Temporary sign - \$45
  - Billboard permit fee - \$500
2. **A drawing for signs attached to the building showing:**
  - a. Where you plan to have the sign attached to the building.
  - b. The dimensions of the wall to which you plan to have the sign attached.
  - c. The dimensions of the sign.
  - d. Any existing signs attached to the building.

3. **The following drawings for freestanding signs:**

**NOTE: Plans signed by a structural engineer are required if the sign is over 6 feet in height.**

- a. A site plan, drawn to scale, showing the following:
  - (1) A north arrow
  - (2) All structures, parking lots, drives and curb cuts on the lot
  - (3) Property dimensions
  - (4) Street names
  - (5) Placement of proposed sign(s)
  - (6) Placement of existing sign(s)
- b. A drawing of the proposed sign showing its dimensions and height above street grade.
- c. Footing details.

### NOTES

1. It is illegal to install a sign without a permit.
2. You must also get an electrical permit if your sign will use electricity. In addition, all illuminated signs must meet the City of Maplewood's outdoor lighting ordinance, which prohibits light glare onto residential properties, and requires light illumination from all exterior lights to maintain a .4-foot-candle, or less, light illumination at all property lines. Please contact a city planner with questions regarding the city's lighting ordinance.
3. The sign installer must have a City of Maplewood license. Sign installer licenses are good from January 1st – December 31st of the year the license is issued in.
4. Dynamic display sign licensing requirements:
  - a. **Definition:** A dynamic display sign is defined as any sign used for outdoor advertisement which is capable of displaying a video signal, including, but not limited to, cathode-ray tubes (CRT), light-emitting diode (LED) displays, plasma displays, liquid-crystal displays (LCD), or other technologies used in commercially available televisions or computer monitors.
  - b. **License Required:** No person shall operate an off-site or on-site dynamic display sign in the city without first obtaining a dynamic display license.
  - c. **Application Process:** Prior to final approval of a dynamic display sign permit by the Community Development Department, the applicant will be required to complete a dynamic display license application. The initial and yearly applications are processed by the licensing division of the City Clerk's office (651-249-2005).
  - d. **License Term:** The dynamic display license must be renewed yearly and is valid from July 1 to June 30 of each year.
  - e. **License Fee:** The yearly license fee is equal to the cost of the dynamic display sign permit fee, which is \$175.
  - f. **Transfer of License:** Dynamic display licenses are transferable from one owner to another.
  - g. **Renewal of License:** The city shall have the right not to reissue a license for a dynamic display sign if the sign is found to be noncompliant with the city's dynamic display sign code. The licensee has the right to appeal such license denial to the city council.