

## Temporary sign permit application

Fee - \$40

Business name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Sign type

Please check one.

- Temporary sign** – Temporary signs include banners and any type of free standing sign, and can be displayed for up to 30 days per calendar year. The 30-day limit can be used all at once or divided into two or more periods as long as the cumulative number of days the signs are displayed does not exceed 30 days. Temporary signs do not include search lights, inflatables or balloons.
- Pedestrian** – A pedestrian sign is a small temporary sign that is not attached to the ground, a building or any other structure. The pedestrian sign can only be displayed while the business it is advertising is open to the public, and must be stored inside the building while the business is closed. The sign can be up to 4 feet in height, 3 feet in width and 3 feet in length.

### Sign dimensions

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Square footage: \_\_\_\_\_

### Display information

Number of days to be displayed: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Permits issued and inspections made by the city are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the conformance to applicable city codes. The undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of St. Louis Park.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

Permit number: \_\_\_\_\_ Fee: \_\_\_\_\_ App/Date: \_\_\_\_\_ Issued: \_\_\_\_\_

## Temporary signs are regulated in Section 36-362 of the city code

The regulations are summarized below.

1. With the exception of pedestrian signs as defined below, temporary signs may be permitted on a lot for a total of 30 days in any calendar year.
2. The total sign area of all temporary signs on a lot should not exceed 80 square feet.
3. A temporary sign should not direct persons to or advertise a product or service not available on the premises where the sign is located. Signs must be located on the property where the service/product is available and cannot be placed in the public right of way.
4. Temporary signs, other than pedestrian signs, may be constructed of paper, cloth, canvas, wood or any other light and non-durable material.
5. Pedestrian signs are temporary signs and are further regulated as follows:
  - a. Pedestrian signs may be displayed in the C, O and MX districts only.
  - b. No portion of the sign should project beyond a cube measuring 3 feet wide by 3 feet deep by 4 feet in height.
  - c. Pedestrian signs may be placed up to the property line, subject to Section 36-76. No portion of the sign should be placed in or project into the public right of way, and any such sign should be located so that it does not obstruct pedestrian or vehicular movement or impede pedestrian or vehicular visibility.
  - d. The sign may be displayed during business hours only. The sign should be stored inside a building during non-business hours and during severe weather conditions.
  - e. The sign should not be placed in a manner that it obstructs the visibility of another property's permanent signage.
  - f. No place of business should display more than one pedestrian sign at any time, and the total of all pedestrian and other temporary signs on the property should not exceed the total allowed in table 36-362A.
  - g. Pedestrian signs that are maintained in good repair and in accordance with all ordinance provisions may be permitted for up to one calendar year. The zoning administrator may revoke a permit and remove any sign that does not meet the ordinance requirements or is creating a public hazard. After one year, a new permit may be applied for.
  - h. Pedestrian signs may be constructed of wood, metal, non-flexible plastic or any other durable material.

The regulations in their entirety may be viewed at [www.stlouispark.org](http://www.stlouispark.org). You can contact the zoning division at 952.924.2575 if you have any questions regarding this notice.