



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404 * Fax 651-275-4411
<http://www.ci.bayport.mn.us>

PERMANENT SIGN PERMIT APPLICATION

Permit Number: SG _____

Please Note: A licensed sign hanger must install all permanent signs.

Property Information	Property Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Industrial		
Property Address:			
Tenant/Building Name:			
Owner Name:		Owner Phone Number:	
Mailing Address:			
City/State/Zip:		Email Address:	
Applicant Information	Applicant Type: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor		
Applicant Name:			
Mailing Address:			
City/State/Zip:		Email Address:	
Contact Name:	Contact Phone Number:		Contact Fax Number:
Contractor Information (if different from applicant)			
Applicant Name:			
Mailing Address:			
City/State/Zip:		Email Address:	
Contact Name:	Contact Phone Number:		Contact Fax Number:
Sign Details			
Existing Signage: <input type="checkbox"/> NO <input type="checkbox"/> YES (please attach a photo of all existing signage, with dimensions)			
Work Type: <input type="checkbox"/> New <input type="checkbox"/> Replacement of existing sign face only <input type="checkbox"/> Alteration to existing sign (please describe below)			
Style: <input type="checkbox"/> Wall <input type="checkbox"/> Freestanding/Pedestal <input type="checkbox"/> Monument <input type="checkbox"/> Projecting			
Multi-faced (two-sided): <input type="checkbox"/> NO <input type="checkbox"/> YES			
Size: Height _____ Width _____ Total Square Feet _____ (If multi-faced, include total for all sides)			
Text/Graphics (please attach a sketch or photo of sign type with exact text and/or graphics):			

Lighting: NO YES (please describe lighting type, i.e., flashing, reader board, backlit, spotlight, and hours sign will be lit below)

Location (please attach a sketch and describe where the sign will be placed on the property, including distance to lot lines):

Installation/Completion Date:

The undersigned hereby represents upon all of the penalties of law, for the purpose of including the City of Bayport to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Bayport and the State of Minnesota.

Applicant Signature:

Date:

OFFICE USE AREA

Required Inspections: Final No inspection needed

Permit approved by:

Date approved:

Permit Fees:

Base Fee: \$ 30.00

Total Area Fee: _____ (____ square feet *times* \$.50)

Total Due: \$ _____

Amount Paid: _____ Date Paid: _____ Cash Check

Sec. 727

727.01 Purpose. The purpose of this section is to protect and retain the natural and scenic beauty of the roadsides within the City of Bayport. By the construction of public roads, the public has created views to which the public retains a right-of-way view, and it is the intent of these standards to prevent the taking of that right.

727.02 Permit required. Except as otherwise provided in this ordinance, no temporary or permanent sign shall be erected, constructed, altered, rebuilt or relocated until a sign permit or conditional use permit for the sign has been issued. The application for a sign permit shall be accompanied by a fee, per the schedule in Appendix D of this Code.

Any sign erected without first obtaining a permit shall be removed by the property owner and /or property manager within 10 days after written notice from the city unless a permit for the sign is applied for and approved by the city within the 10 day period. However, no permit will be required under this ordinance for the following signs:

- (1) Real estate sale signs, provided they comply with all other regulations set forth in this ordinance.
- (2) Political signs, provided they comply with all other regulations set forth in this ordinance.
- (3) Directional and warning signs, provided they comply with all other regulations set forth in this ordinance.

727.03 Definitions. As used in this section, the following words and phrases shall have the meanings indicated:

(1) *Sign*. A display, illustration, structure or device which directs attention to an object, product, place, activity, person, institution, organization or business.

(2) *Sign, advertising*. A sign that directs attention to a business or profession or to a commodity, service or entertainment not sold or offered upon the premises where such sign is located or to which it is attached. Advertising signs shall not be located closer than 300 feet to any other sign on the same side of a street or highway.

(3) *Sign area*. The entire area within a continuous perimeter enclosing the face(s) of such sign.

(4) *Sign, business*. A sign that directs attention to a business or profession or to the commodity, service or entertainment sold or offered upon the premises where such sign is located or to which it is attached.

(5) *Sign, construction*. A sign that specifies that a site is temporarily under construction and the contractor responsible for the construction on the site. A construction sign is allowed in all zoning districts, provided it does not exceed 32 square feet in area and it is removed when the project is substantially completed.

(6) *Sign, directional*. A sign that is considered to be temporary to direct traffic and individuals to a specific temporary event, up to a maximum area of 2 square feet, and 3 feet in height above grade. Such signs may

include those for a garage sale, yard sale, open house, or special event. Signs may only consist of the sign face and a stake to post the sign. No other attachments, such as balloons, reflectors, streamers, pennants, etc. are allowed. Signs may only contain name of the event, address, date, and hour(s) and may only be posted 2 hours prior to the event and must be removed within 2 hours after the event, on a daily basis. Directional signs may be placed in the street right-of-way, but no closer than 3 feet to the curb or street edge, as long as the sign does not interfere with traffic or visibility of motorists and/or pedestrians. Signs may not be placed on street sign posts or utility posts.

(7) *Sign, flashing.* An illuminated sign which has a light source not constant in intensity or color at all times or which produces moving effects through the use of illumination while such sign is in use. Only flashing signs giving time, date, temperature, weather or similar public service information shall be permitted. Signs giving off intermittent, rotating or directional light which may be confused with traffic, aviation, or emergency signaling are prohibited. All signs and displays using electric power shall have a cutoff switch on the outside of the sign and on the outside of the building or structure to which the sign is attached. No electrically illuminated signs shall be permitted in a residential district.

(8) *Sign, illuminated.* A sign which is lighted with a constant artificial light source. Illuminated signs shall be diffused or indirect so as not to direct rays of light into adjacent property or onto any public street or way. No illuminated signs or their support structure shall be located closer than 25 feet to a roadway surface or closer than 10 feet to a road right-of-way line or property line, notwithstanding more restrictive portions of this section. All signs and displays using electric power shall have a cutoff switch on the outside of the sign and on the outside of the building or structure to which the sign is attached. No electrically illuminated signs shall be permitted in a residential district.

(9) *Sign, inside.* A sign painted, attached by adhesive, or otherwise attached directly to or visible through windows and glass portions of doors. The regulations contained within this ordinance do not apply to inside signs.

(10) *Sign, monument.* A sign which is affixed to or engraved into a rock, stone, or boulder that rests directly upon the ground without support.

(11) *Sign, motion.* A sign that has revolving parts.

(12) *Sign, multifaced.* A sign that includes text or graphics on more than 1 side. For the purpose of calculating square footage, each side of the sign shall be counted. The total sum of all sides must not exceed the maximum square footage allowed for the sign by the ordinance.

(13) *Sign, nameplate.* A sign which states the name and/or address of the business, industry or occupant of the site and is attached to said building or site. In commercial and industrial zoning districts, a nameplate sign that includes the name of the business and street address shall be required per building. In single-family residential zoning districts, principal buildings and accessory structures shall be required only to display the

street address. For multi-family dwellings or developments consisting of 3 or more units, 1 nameplate sign shall be erected at each main entrance to the development, with a maximum of 70 square feet per sign, and a maximum of 4 signs per development. Each dwelling unit shall be required to display the street address.

(14) *Sign, pedestal.* A freestanding sign usually erected by one or more poles, braces, or posts, which is solidly affixed to the ground.

(15) *Sign, political.* Political signs are allowed in any district on private property, with the consent of the owner of the property. Such signs must be removed within 7 days following the date of the election or elections to which they apply.

(16) *Sign, projecting.* A sign that projects out from the building to which it is attached. Except for marquee signs, signs shall in no case project from a building or structure to any point within 2 feet of a line drawn perpendicularly upward from the property line and no projecting sign shall be less than 9 feet above the sidewalk or the ground level, notwithstanding more restrictive portions of this section.

(17) *Sign, real estate.* A sign offering property (land and/or buildings) for sale, lease or rent. Real estate sales signs may be placed in any yard providing such signs are not closer than 10 feet to any property line. Real estate development sales signs may be erected for the purpose of selling or promoting a single-family or multiple-family residential project of 10 or more dwelling units, provided signs do not exceed 100 square feet in area, only 1 such sign is erected on each road frontage with a maximum of 3 signs per project, signs are removed when the project is 80 percent completed, sold or leased, and signs are not located closer than 100 feet to any existing residence.

(18) *Sign, roof.* A sign erected upon or above a roof or parapet of a building. Roof signs are not allowed by this ordinance in any zoning district.

(19) *Sign, shopping center or industrial park.* A business sign designating a group of more than 3 businesses, shops, or offices.

(20) *Sign structure.* The supports, uprights, braces and framework of the sign.

(21) *Sign, temporary or seasonal.* A sign placed on a lot or parcel of land for a period not to exceed 35 days out of any calendar year. The applicant shall pay the fee for temporary or seasonal signs as required by the fee schedule in Appendix D of this Code. Temporary or seasonal permits shall be issued for 1 week time periods only, and the applicant shall pay a separate fee for each sign and each week. No applicant shall receive more than 5 temporary or seasonal sign permits for any calendar year.

(22) *Sign, wall.* A sign attached to or erected against the wall of a building.

(23) *Sign, warning.* A sign which warns the public of a danger or hazard in the immediate vicinity and is obviously not intended for advertising purposes.

727.04 Permitted signs in residential districts.

(1) Types of signs allowed: Construction, directional, monument, nameplate, political, real estate, temporary, and wall.

(2) Number and size of each type of sign allowed per lot frontage:

<u>Type</u>	<u>Number allowed</u>	<u>Size not to exceed</u>
Construction	1	32 sq. ft.
Directional/temporary	2	2 sq. ft.
Monument	1	16 sq. ft.
Nameplate	1	3 sq. ft.
Political	1 for each candidate	16 sq. ft.
Real estate	1	16 sq. ft.
Wall	1	16 sq. ft.

No more than 32 square feet of total sign display area will be permitted at any one time in developed areas, with a 4 foot maximum for any dimension, except as otherwise restricted by this section. No sign shall be so constructed as to have more than 2 surfaces.

(3) Height: The top of the sign shall not exceed 8 feet above the average grade. Directional signs shall not exceed 3 feet above the average grade.

(4) Setback: Any sign over 1.5 square feet shall be set back at least 10 feet from any lot line.

727.05 Permitted signs in commercial districts.

(1) Type of signs allowed: Business, construction, directional, flashing, illuminated, monument, motion, nameplate, pedestal, political, projecting, real estate, shopping center/industrial park for more than 3 businesses, temporary, and wall. Advertising signs allowed by conditional use permit only on lots having frontage of 150 feet or more.

(2) Number and size of each type of sign allowed per lot frontage:

<u>Type</u>	<u>Number allowed</u>	<u>Size not to exceed</u>
Advertising	1 with a CUP	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Business	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Construction	1	32 sq. ft.
Directional	2	2 sq. ft.
Flashing	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Illuminated	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Monument	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Motion	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Nameplate	1	100 sq. ft.
Pedestal	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Political	1 for each candidate	35 sq. ft.
Projecting	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Real estate	1	35 sq. ft.
Shopping center	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Temporary	2	35 sq. ft.
Wall	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage

No sign shall exceed 200 square feet in area. Where a location is a corner lot, the sign area allowed may be increased by 1 square foot of sign area per lineal foot of public right-of-way along a side lot line.

(3) Height: The top of the sign shall not exceed 35 feet above the average grade or building ridge line. Monument signs shall not exceed 12 feet above the average grade. Directional signs shall not exceed 3 feet above the average grade.

(4) Setback: Any sign over 6 square feet shall be set back at least 10 feet from any lot line, notwithstanding more restrictive portions of this section. In no case shall any part of a sign be closer than 2 feet to a vertical line drawn at the property line. All signs over 100 square feet shall be set back at least 50 feet from any residential district.

727.06 Permitted signs in industrial districts.

(1) Type of signs allowed: Advertising (on lots with more than 150 feet of lot frontage), business, construction, directional, flashing, illuminated, monument, motion, nameplate, pedestal, political, projecting, real estate, shopping center/industrial park for more than 3 businesses, temporary, and wall.

(2) Number and size of each type of sign allowed per lot frontage:

<u>Type</u>	<u>Number allowed</u>	<u>Size not to exceed</u>
Advertising	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Business	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Construction	1	32 sq. ft.
Directional	2	2 sq. ft.
Flashing	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Illuminated	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Monument	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Motion	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Nameplate	1	100 sq. ft.
Pedestal	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Political	1 for each candidate	35 sq. ft.
Projecting	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Real estate	1	35 sq. ft.
Shopping center	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage
Temporary	2	35 sq. ft.
Wall	1	2 sq. ft. of sign per 1 lineal ft. of lot frontage

No sign shall exceed 200 square feet in area. Where a location is a corner lot, the sign area allowed may be increased by 1 square foot of sign area per lineal foot of public right-of-way along a side lot line.

(3) Height: The top of the sign shall not exceed 35 feet in height above the average grade or building ridge line. Monument signs shall not exceed 12 feet above the average grade. Directional signs shall not exceed 3 feet above the average grade.

(4) Setback: Any sign over 10 square feet shall be set back at least 10 feet from any lot line, notwithstanding more restrictive portions of this section. In no case shall any part of a sign be closer than 2 feet to a vertical line drawn at the property line. All signs over 100 square feet shall be set back at least 50 feet from any residential district.

727.07 Permitted signs in planned unit development districts.

(1) The type, number, size, height and setback shall be regulated as specifically authorized by the terms of the planned unit development permit or according to the zoning district most appropriate to the principal use involved.

727.08 Permitted signs by a conditional use permit.

(1) Where a use is permitted in a zoning district by conditional use permit, the sign for that use shall require a conditional use permit unless the sign is otherwise provided for in this ordinance without a permit. The type, number, size, height, setback, and terms shall be regulated as specifically authorized by the terms of the conditional use permit or according to the zoning district most appropriate to the principal use involved.

(2) Displays, lights directed skyward, pieces of sculpture, fountains or other displays or features which do not clearly fall within the definition of a sign, but which direct attention to an object, product, place, activity, person, institution, organization or business shall require a conditional use permit.

727.09 Restrictions in all zoning districts.

(1) No sign shall be allowed that:

- (a) prevents egress from any door, window or fire escape
- (b) tends to accumulate debris as a fire hazard
- (c) is attached to a standpipe or fire escape
- (d) constitutes a hazard of health, safety or general welfare of the public
- (e) by reason of position, shape, movement, color or any other characteristic, interferes with the proper functioning of a traffic sign or signal, constitutes a traffic hazard, or interferes with traffic control
- (f) contains any indecent or offensive picture or written matter
- (g) is painted directly on the outside wall of a building, fence, tree, stone or other similar object

(2) No sign, other than temporary directional or warning signs, shall be erected within the public right-of-way of any street or way or other public property. Such signs shall be removed by the city without notice.

(3) Except for more restrictive subsections of this sign section, no sign that exceeds 100 square feet in area shall be erected or maintained which would prevent any traveler on any street from obtaining a clear view of approaching vehicles on the same street for a distance of 500 feet; be closer than 300 feet to a national, state or local park, historic site, picnic or rest area, church or school; be closer than 100 feet to residential structures; partly or totally obstruct the view of a lake, river, rocks, wooded area, stream or other point of natural and scenic beauty.

727.10 Design, construction and maintenance.

(1) Sign design shall compliment the building and/or property on which it will be erected, as well as surrounding properties.

(2) The soil used for the dug-in type of anchor or post support shall be carefully placed and thoroughly compacted. The anchors and supports shall penetrate to a depth below ground greater than that of the frostline.

(3) Signs attached to exterior walls of solid masonry or concrete shall be safely and securely attached to the same by means of metal anchors, bolts or expansion screws of not less than 3/8 inch in diameter, which shall be embedded at least 2 inches. No wooden blocks or anchorage with wood used in connection with screws or nails shall be considered proper anchorage, except in the case of wall signs attached to buildings with walls of wood.

(4) Any sign which becomes structurally unsafe or endangers the safety of a building or premises or endangers the public safety shall be taken down and removed or structurally improved by the property owner and/or manager within 10 days after written notice from the city.