

## WHAT IS A TEMPORARY SIGN?



The purpose of a temporary sign is to advertise or promote a special event, sale, grand opening, product, or business for a

limited period of time. Banners, pennants, tents, A-frame "sandwich" boards, yard flags, streamers, and similar items are all considered temporary signs, which may include pictures, text, and/or logos. Temporary signs are constructed of pliable materials such as canvas, fabric, vinyl, plastic, or similar materials which are meant to be used on a temporary basis, while withstanding exposure to wind and rain without significant deterioration.

## CAN I POST A TEMPORARY SIGN AT MY BUSINESS?

Yes! Temporary signs are allowed with a city permit. A maximum of 2 temporary signs are allowed on a property at one time, with a total surface area of 35 square feet.



Temporary signs may be free-standing and affixed to the ground, or affixed to a building, fence, or permanent sign on the property, provided the temporary sign is set back 10 feet from the property line. Temporary signs are not allowed to be affixed to a tree, building roof, or placed on any public right-of-way or public property, including sidewalks.

City of Bayport  
294 North Third Street  
Bayport, MN 55003



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Bayport, Minnesota



## Temporary Sign Information Brochure

Phone: 651-275-4404  
Fax: 651-275-4411  
[www.ci.bayport.mn.us](http://www.ci.bayport.mn.us)

## HOW LONG CAN I POST A TEMPORARY SIGN?

City businesses are allotted a total of 35 days in a calendar year to post temporary signs. Each temporary sign requires a permit, which is valid for up to 7 consecutive days. The 2011 fee for a temporary sign permit is \$25.00, which can be obtained within 2-3 business days.

## WHY ARE TEMPORARY SIGNS REGULATED?



The city recognizes that temporary signs are valuable to businesses to advertise and promote special events, sales, products, etc. However, the city also recognizes that temporary signs can be an obstruction

and/or distraction for vehicles, pedestrians, and cyclists when placed on sidewalks or at intersections. Temporary signs can also be unappealing if used excessively, or unsightly and tattered, if posted for extended periods of time.

The city's temporary sign ordinance makes an effort to balance these interests by allowing businesses to

advertise and promote events and sales on a temporary, limited basis, while ensuring safety and retaining an aesthetically



appealing business district and city streetscape.

## WHY SHOULD I CARE ABOUT TEMPORARY SIGNS AND REGULATIONS?



Unfortunately, temporary signs tend to have a ripple effect within the business community. As soon as spring arrives, temporary signs

seem to pop up throughout the city, sometimes without a sign permit. This is especially common for new businesses that may not be aware of the city's temporary sign regulations and permit requirements.

As a business owner or operator, the city would appreciate your cooperation in respecting and abiding by the temporary sign ordinance and permit requirements. Also, the city would appreciate your help in letting us know about businesses that may need to be reminded about the temporary sign regulations, to help facilitate fairness and consistency throughout the business community. Together, we can work to promote special events and businesses without having a negative impact on the community!



## ARE THERE ANY TEMPORARY SIGN PERMIT EXEMPTIONS?

Yes! There are a few types of temporary signs that do not require a permit. These types of signs include

garage sale signs, certain political or campaign signs, standard real estate "for sale" or "open house" signs,



directional arrows for a one-time special event, and public safety warning signs. For more information on exemptions, please contact City Hall.

## WHERE CAN I FIND THE TEMPORARY SIGN ORDINANCE AND PERMIT APPLICATION?

The temporary sign ordinance can be found on the city's website at [www.ci.bayport.mn.us](http://www.ci.bayport.mn.us). Click on *City Information*, then *City Ordinances – Online*. On the left side bar, click *Appendix B – Zoning*, then section *727 Signs*.

Both temporary and permanent sign permit applications can also be found on the city's website or at City Hall. Temporary sign applications are fast and easy to complete. However, applicants will need to specify the proposed size and location of the temporary sign. A photo or sketch of the design, color, text, and graphics to be included on the temporary sign must also accompany the application.



To access sign permit applications on the city's website, click on *City Information*, then on *City Forms and Handouts*. Next, click on *Building Department – License and Permit Forms*, then *Permit – Sign*. Questions or complaints regarding temporary sign regulations or permit requirements can be directed to City Hall at 651-275-4404.