



Community Development

2660 Civic Center Drive Roseville, MN 55113

Phone: (651) 792-7005 • www.cityofroseville.com

Permit Application*

- Annual Sign
- Temporary Sign
- Temporary Attention Getting Device

*Please allow 5 days for review.

Sign regulations are guided by Title 10, Section 1010 of the Roseville City Code.
 For a description of the sign/attention getting device regulations, see the reverse side.
 The full City Code is available at www.cityofroseville.com.

Please check which permit you are applying for:

(NOTE: ALL BANNERS ARE PROHIBITED)

Annual Sign • Application Fee is \$100 + 2% Processing Fee (\$2.00 min)*

Annual signs are temporary or semi-permanent signs in place for more than 60 days in a calendar year. They may be fixed or freestanding but must be of durable, all-weather materials. An Annual Sign Permit may be renewed.

Temporary Sign • Application Fee is \$30 + 2% Processing Fee (\$2.00 min)*

Temporary signs are those used for special events such as grand openings and may be in place no more than 60 days in a calendar year.

Temporary Attention Getting Device • Application Fee is \$30 + 2% Processing Fee (\$2.00 min)*

These are devices such as balloons, other inflatables, and searchlights.

**A 2% processing fee (\$2.00 minimum otherwise 2% of permit fee) is added to all permits as of January 1, 2018.*

Before applying for a permit, please read the regulations on the reverse side of this form. After completing the information, please submit to the address above with the applicable fee.

Applicant Information

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Email address: _____ Phone #: _____

Address of Sign or Attention Getting Device (if different from above)

Please describe in detail the size and construction of the proposed sign/attention getting device

Please indicate the dates and hours the sign/attention getting device will be displayed

Beginning date: _____ Ending date: _____

Hours: _____ Device will be: removed nightly in place 24 hours

Site Plan: A site plan showing the proposed location of the sign/attention getting device must be included.

Signature(s):

Applicant _____ Applicant _____ Date _____
Printed Name Signature

Property Owner _____ Property Owner _____ Date _____
Printed Name Signature

Temporary Signs, Annual Signs, and Attention Getting Devices • Roseville Code Section 1010.07 & 1010.03.C

A. The Community Development Department may issue a Temporary Sign Permit or an Annual Sign Permit for temporary and/or semi-permanent signs in commercial, employment, and institutional districts subject to the following requirements:

1. Temporary and Annual signs shall be comprised/constructed of durable all-weather materials (such as but not limited to plywood, coreplast [plastic foam-core] alumacore, and polycarbonate [Lexan]) mounted to the building wall or they may be freestanding. **BANNERS ARE PROHIBITED**
2. Type: Temporary and/or Annual signs shall be A or T-frame, sandwich, fabricated and/or a manufactured sign on stands or posts, or a type/style approved by the Community Development Department.
3. Size: The surface area of any temporary sign shall not exceed 32 square feet. This area shall be in addition to permanent, window, or other signage allowed elsewhere in this Chapter.
4. Duration: During any calendar year, temporary signs such as grand opening signs, special event signs, and other similar signs may be in place no more than 60 days, which duration may be broken into multiple events/days not exceeding a total of 60 days per calendar year. Annual signs shall be allowed for a full calendar year and may be renewed annually with an approved permit.
5. Number: A use shall be limited to two temporary signs, and/or a single annual sign, and the City reserves the right to limit/regulate, through the Temporary Sign Permit, the number of temporary signs on multi-tenant, malls, and/or unified development sites.
6. Location: Freestanding temporary signs shall be located on private property and outside the public right-of-way.
7. Penalty: All temporary and/or annual signs that do not have a permit, and/or not in compliance with the requirements listed above, and/or have violated their approval (permit), shall be subject to a \$50 fine and prescribed in Section 1010.04E. Twenty days will be subtracted as a penalty from a business activity's allotted number of days when that activity maintains a temporary sign past the expiration date for the permit, irrespective of compliance during the period under the Chapter. If the business activity has fewer than 20 allotted temporary sign days remaining for the calendar year in which the penalty is imposed, the balance of those penalty days will be subtracted from that activity's allotted temporary sign days in the following calendar year. (Ord. 1434, 3-25-2013)
8. Temporary Sign Permits may be issued for one or more events on a single permit as long as each event's date/duration is specific on the permit.

B. Other approved attention getting devices:

1. The Community Development Department may issue a Temporary Attention Getting Device Permit for attention getting devices such as searchlights, balloons, pennants/streamers, or inflatables (or others as approved by the Community Development Department).
2. Balloons shall not exceed 2 feet in diameter, be limited to an inflatable height of 20 feet, be limited to a grouping of no more than 5, and not be permitted more than 15 days or 5 events (whichever is less) per calendar year.
3. Inflatables shall be limited to 24 square feet in size, a maximum height of 6 feet, be ground mounted, and not be permitted more than 15 days or 5 events (whichever is less) per calendar year.
4. Searchlights must not be directed into residential areas or onto streets and are not to be permitted more than six days per calendar year, and a site/property is limited to one searchlight unit per event.

C. Prohibited Signs:

1. No sign will be attached to trees or utility poles.
2. No sign will be painted directly on any exterior building surface. Sign letters and symbols may be attached directly to a wall by adhesive or mechanical means.
3. No sign will overhang the public right-of-way, sidewalk easement, walkway easement or bicycle path easement except a bus bench or approved trash container at a designated public transportation pick-up location.
4. No sign will extend above the roof line of a building (roof sign).
5. Projecting signs must not project further than 30 inches from the wall to which they are anchored.
6. No sign will be installed that by reason of position, movement, shape, illumination, or color would constitute a traffic hazard by obstructing a driver's vision or by interfering, confusing, or misleading traffic.
7. No sign will noticeably move either by mechanical means (rotating sign) or as a result of normal wind pressure.
8. **The following specific signs shall be prohibited: off-site, flashing, mobile/portable, roof, rotating, and painted signs, banners, and billboards.**
9. All other signs not expressly permitted by this Chapter.