

- **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT REQUIRED PERMIT FEE!** All applications must be accompanied by the appropriate fee payable by check, cash, or money order made payable to City of Burnsville – Attn: Sign Permits. Credit cards are accepted in-person only at City Hall (credit cards are not accepted online or over the phone).
- All applications must be **fully completed**. This also includes the sign placement diagram, landlord approval (if applicable) and photo/sketch of sign(s).
- Any signs placed without a valid permit will be picked up and removed by City Code Enforcement or City Public Works.

**APPLICATIONS MUST BE SUBMITTED AT LEAST 10 DAYS
IN ADVANCE OF INSTALLATION**

TODAY'S DATE: _____

NATURE OF
EVENT/SIGN: _____

PROPOSED DATES SIGNS WILL BE IN USE:
FROM: _____ TO: _____

APPLICANT INFORMATION:

NAME OF SIGN
COMPANY/APPLICANT: _____

CONTACT
PERSON: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE #: _____

EMAIL ADDRESS: _____

SIGN LOCATION INFORMATION
PROVIDE A DIAGRAM SHOWING LOCATION & PLACEMENT OF SIGN(S).
IF SIGN IS TO BE ATTACHED TO BUILDING FAÇADE, ATTACH PHOTO OR DRAW BUILDING FAÇADE WHICH SIGN IS TO BE PLACED. IF SIGN IS TO BE FREESTANDING, DRAW OR ATTACH PLOT PLAN SHOWING EXACTLY WHERE SIGN(S) WILL BE LOCATED INCLUDE DISTANCES FROM RIGHT-OF-WAY, DRIVEWAY, AND NEAREST INTERSECTION.

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT PERSON: _____

PHONE #: _____

EMAIL ADDRESS: _____

IF THIS IS A MULTI-TENANT BUILDING, SUBMIT A LETTER OF LANDLORD APPROVAL WITH THIS APPLICATION AND COMPLETE INFO BELOW:

NAME OF LANDLORD/AGENT: _____

NAME OF CENTER: _____

LANDLORD PHONE #: _____

LANDLORD EMAIL: _____

Check the box for the permit for which you are applying. See page 2 for further information on permit types.

- Temporary Banner (\$200 per 90 days. Max of 2 permits per year)
- Special sales event – FOR HOME-BASED OCCUPATIONS ONLY (\$25/event)
- Temporary Freestanding Sign (\$100 per 90 days. May be renewed every 90 days)

*If you are looking for information for community events, legacy events, special events, or indoor/outdoor promotional sales events, please complete the "Special Event Application" available at www.burnsvillemn.gov/permit or contact the Licensing & Code Enforcement Department at 952-895-4440.

I hereby agree to abide by all sign regulations and other applicable codes, ordinances and policies of the City of Burnsville.

Signature of Applicant: _____ Date: _____

Office Use Only

Date Received:	Date Approved:	Approved By:	Permit #:
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**Reference City Code, Title 10, Chapter 30 (Signs)
for Complete Sign Regulations**

Sign Regulations Summary by Permit Type
Decorations other than those listed are prohibited.
A PHOTO OR SKETCH OF THE PROPOSED SIGN(S) MUST BE ATTACHED TO THE APPLICATION.

Allowable Temporary Banners:

The following signs are allowed with a permit unless otherwise specified. These signs if placed in accordance with the following standards, will not apply toward the maximum allowable sign area, but shall comply with all other applicable provisions of this title:

- A permit is required and shall be valid for 90 days. A maximum of 2 permits are allowed per year. One permit is allowed per property or in the case of a multi-tenant property one permit per tenant.
- Temporary banner signs shall be securely attached to the building in such a manner that no portion of the sign will be allowed to blow around freely in the wind. Temporary banner signs shall not cover or block ingress or egress from any door, window or fire escape. Shall not be located in required yards.
- Temporary banner signs shall not be used in place of permanent signage.
- There shall be no additional sign lighting allowed in addition to that which has been approved for the building.
- Temporary banner wall signs shall comply with the performance standards of subsection 10-30-3(O) of this chapter.
- The size and location of these types of signs shall be determined as if the sign were a permanent wall sign as regulated in this chapter or no greater than three hundred (300) square feet, whichever is less.
- Special Event Banners that are subject to the requirements of Title 3, Chapter 32 are exempt from these requirements.

Temporary Freestanding Signs:

The following signs are allowed with a permit unless otherwise specified. These signs, if placed in accordance with the following standards, will not apply toward the maximum allowable sign area for permanent signs, but shall comply with all other applicable provisions of this title:

- A permit is required and shall be valid for 90 days. A permit may be renewed once every 90 days. One permit is allowed per property or in the case of a multi-tenant property one permit per tenant.
- One sign is allowed per street frontage with a maximum total square footage according to the chart below.
- The sign(s) shall be located on private property.
- Such signs shall be professionally designed and painted on all sides, including support posts. Freestanding signs shall be properly anchored into the ground using posts with minimum dimensions of four inches (4") square or three inches (3") in diameter.
- The sign shall be set back from the front property line no less than one foot (1') per one foot (1') of sign height.
- Special Event signs that are subject to the requirements of Title 3, Chapter 32 are exempt from these requirements.

<u>Zoning Districts:</u>	<u>Property Size</u>	<u>Temporary Freestanding Sign Square Footage</u>	<u>Height</u>	<u>Permit Required</u>
<u>R1, R-1A, R2, R-3D</u>	<u>N/A</u>	<u>12 Sq. Ft. Max</u>	<u>6 Ft.</u>	<u>No</u>
<u>Conditional Uses in the R1, R-1A, R-2, and R-3D</u>	<u>N/A</u>	<u>100 Sq. Ft. Max</u>	<u>8 Ft.</u>	<u>Yes</u>
<u>R-3A, R-3B, B-1, B-2, B-3, B-4, CRD, I-1, I-2, I-3, GIM, GIH and MIX</u>	<u>0-2 Acres</u>	<u>100 Sq. Ft. Max</u>	<u>8 Ft.</u>	<u>Yes</u>
<u>R-3A, R-3B, B-1, B-2, B-3, B-4, CRD, I-1, I-2, I-3, GIM, GIH and MIX</u>	<u>2-10 Acres</u>	<u>200 Sq. Ft. Max</u>	<u>12 Ft.</u>	<u>Yes</u>
<u>R-3A, R-3B, B-1, B-2, B-3, B-4, CRD, I-1, I-2, I-3, GIM, GIH and MIX</u>	<u>10 or More Acres</u>	<u>300 Sq. Ft. Fax</u>	<u>12 Ft.</u>	<u>Yes</u>