



City of South Saint Paul
 125 3rd Avenue North
 South St. Paul, MN 55075
 Phone: (651) 554-3220
 Fax: (651) 554-3211

Office Use Only	
Permit #:	_____
Permit Fee:	_____
Date Received:	_____
Date Issued:	_____

TEMPORARY SIGN PERMIT APPLICATION

REQUIRED ITEMS:

- One (1) application per sign(s) (Max of 3)
- Two (2) copies of drawing of proposed sign and site plan or building elevation showing location on property.

Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Sign Company/ Contractor	
Location Address: _____	
Owner/ Tenant/ Business Name: _____	<input type="checkbox"/> Party Responsible for Placement & Removal
Contact Name: _____	Phone #: _____
Email: _____	
Management Co. (If Applicable) _____	
Email: _____	Phone #: _____
Approval of the Building Owner or Management Company may be required. Check your lease or call your Management Company for additional information.	
Sign Company/ Contractor: _____ <input type="checkbox"/> Party Responsible for Placement & Removal	
Address: _____	
City: _____	State: _____ Zip Code: _____
Contact Name: _____	Phone #: _____
Email: _____	

Sign Details

All measurements should be in feet and inches, round up

Size and Dimensions of signs(s):

(Max of 3) 1 _____ 2 _____ 3 _____

Sign Attached to: Building Existing Monument Pylon Freestanding

Signs must be placed securely and in a sound manner to ensure safety of the public and in accordance with reasonable standards employed by sign makers

Sign Message: _____

Dates to be Displayed: _____ To _____ (Max 30 days)

I hereby acknowledge that I have read this application, state the application is correct, and agree to comply with South St. Paul, MN ordinances regulating construction and placement.

Applicant's PRINTED Name: _____ **Date:** _____

Applicant's SIGNATURE: _____ **Date:** _____

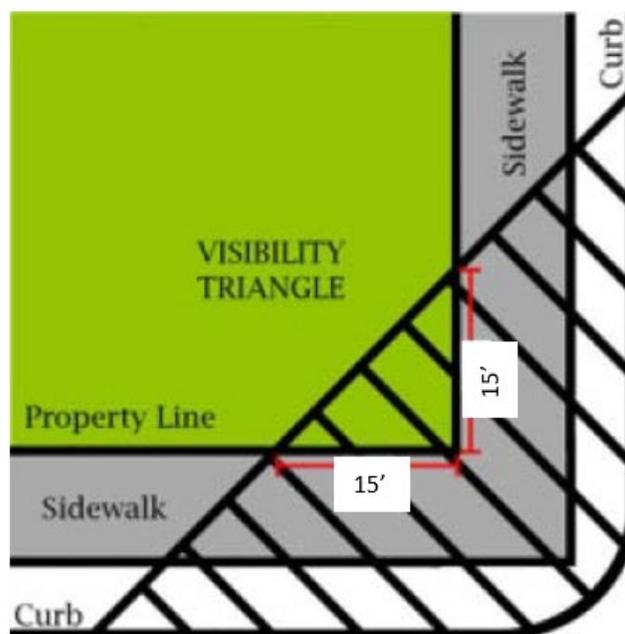
For Office Use		Reviewed By: _____	Date: _____
Permit Expiration Date: _____		(Max 30 days from first placement)	
Any sign permits in last calendar year? Y or N? _____	If yes, how many total days placed? _____	(Max of 120 days per calendar year)	
Comments: _____			



TEMPORARY SIGN PERMIT REQUIREMENTS

South St. Paul allows commercial, industrial, and institutional uses to have up to three (3) temporary signs, subject to a temporary sign permit being obtained prior to the sign(s) being placed and the following standards being met:

- ❖ Temporary signs must be located on private property and outside of the public right-of-way.
- ❖ Temporary signs may be freestanding or may be mounted onto an existing structure (such as a wall or an existing monument sign).
- ❖ No individual sign may exceed eight (8) feet in height.
- ❖ The total amount of temporary signage allowed at one time shall not exceed 100 sq.ft.
- ❖ All temporary signs must be discontinued 30 days after installation.
- ❖ A property cannot have temporary signage displayed at the site for more than 120 days per calendar year.
- ❖ Temporary signs may not be illuminated.
- ❖ Freestanding temporary signs must be at least 5 feet away from all property lines.
- ❖ Temporary signs may not be installed in a manner that obstructs the visibility triangle at a street intersection.
- ❖ The cost for a temporary sign permit is \$20 per sign.





The following types of temporary signs do not require a permit:

- ❖ A-frame signs when located in the C-1, CGMU, GB, and MMM districts and for institutional uses in residential zoning districts provided they comply with the following:
 - a. There shall be no more than one A-frame sign per property.
 - b. The A-frame sign is made of durable, exterior-grade materials that are weather-resistant.
 - c. The A-frame sign is located on the street frontage directly in front of the building which the A-frame sign is for.
 - d. The A-frame sign must be located behind the curb and in such a manner as to prevent obstructing access to vehicles using on street parking.
 - e. The A-frame sign must not obstruct a driveway or public sidewalk, trail, road, or other public right-of-way.
 - f. The A-frame sign is no larger than eight square feet and no greater than four feet in height.
 - g. The A-frame sign must be removed at the close of business and stored inside a building when the business is closed. The A-frame sign must not be permanently attached to the ground, building, or any other surface.
- ❖ Community event signs provided are displayed for no more than 30 days prior to the event and are removed no more than two days after the event.
- ❖ Signs on ballfield fences no larger than 32 square feet and occupying no more than 70 percent of the fence.
- ❖ Signs for an active construction site. Signs at an active construction site may be up to 96 square feet in size and are allowed on any property with an active development approval or building permit provided that the sign is removed upon completion of the project. Only one such construction sign is permitted per lot. In addition to this allowance, in the MMM, CGMU, C-1, I, and I-1 districts, unlit construction banner signs may be affixed to temporary security fencing surrounding the construction site provided that the banners are kept in good repair, do not extend beyond the top of the fence, and all temporary fencing and banners are removed at the completion of the project.
- ❖ Signs for the purpose of selling or leasing real property. Such signs must be removed within seven days following the lease or sale of the property or premises and they comply with the following size restrictions:
 - a. In the R-1 and R-2 districts, an individual sign shall not exceed nine square feet in gross area.
 - b. In the R-3 and R-4 districts, an individual sign shall not exceed 18 square feet in gross area.



c. In the CGMU-1 and CGMU-2 districts, an individual sign shall not exceed 24 square feet in gross area.

d. In the C-1, GB, MMM, and I districts, an individual sign shall not exceed 32 square feet in gross area.

- ❖ Yard signs when the signs are located on a private property with residential zoning or that is being used for an institutional use. The total number of signs shall not exceed two and the total size of the two signs shall not exceed six square feet.