



# TEMPORARY & SPECIAL EVENT SIGN INFORMATION

11800 Town Center Drive NE, Suite 300 St. Michael, MN 55376  
Phone: (763) 497-2041 Email: [planning@stmichaelmn.us](mailto:planning@stmichaelmn.us)

- **What is a temporary /special event sign?**

A **temporary sign** is a sign designed to be displayed for a limited period of time that is not permanently fixed to the land or a structure. A temporary advertising sign is described as any banner, special event sign, or window sign.

A **special event sign** is a temporary sign that is used to advertise or promote on or off premise special events organized or operated by civic, philanthropic, educational, or religious organizations. Activities that are part of a regular series are not deemed special events, unless they are an atypical activity outside the ordinary.

- **When is a temporary /special event sign permit required?**

A temporary/special event sign permit is required when any banner or portable sign is displayed in the city. Please contact City Hall at 763-497-2041 or visit our website at [www.stmichaelmn.gov](http://www.stmichaelmn.gov) for specific sign requirements and the process for obtaining a sign permit.

- **Where can I obtain a sign permit and what are the fees?**

Applications for sign permits are available for pick up at City Hall, by calling 763-497-2041 or on our website at [www.stmichaelmn.gov](http://www.stmichaelmn.gov). A permit fee is required with the first temporary/portable sign request in each calendar year. No fee is required for future requests during the remainder of the year, but permits are required.

- **Where can temporary /special event signs be displayed/located?**

A temporary sign must be located on the property of the business and the advertising message must only relate to the business conducted on the premises. Setback requirements may be waived for portable signs provided they are located on private property with the express consent of the property owner, and provided they do not impede safety by obstructing vision of pedestrians or motor vehicle operators. For premises with multiple businesses, signs must be located a minimum of one hundred (100) feet apart.

Special event signs may be located on or off-premise of the special event. When a special event sign is located off-premise, the number of days it is displayed shall count toward the 90 days that are allowed for the property the special event sign is located upon.

- **How many days are allowed for temporary signs?**

Temporary or special event signs may be displayed for a cumulative of 90 days per calendar year. A temporary or special event sign permit is required to be obtained prior to displaying the sign. A temporary sign may be displayed for a maximum of 30 additional days if it coincides with the grand opening of a business. The sign, sign supports and portable stand shall be removed from public view at the end of the period.

- **What are the requirements for temporary/special event signs?**

Temporary/Special Event signs shall not exceed 32 square feet on each side in an area where the speed limit of the adjacent road is less than 45 miles per hour and not more than 64 square feet on each side in area where the speed limit of the adjacent road is 45 miles per hour or greater. Any lettering on the sign cannot extend beyond this area. The sign may be illuminated, but flashing signs are prohibited. Signs must be safe and securely anchored to the ground or a building.



# Sign Permit Application

Submit application to [planning@stmichaelmn.gov](mailto:planning@stmichaelmn.gov)

## SIGN INFORMATION

TYPE OF SIGN: \_\_\_\_\_

SIZE OF SIGN: \_\_\_\_\_ (WIDTH) X \_\_\_\_\_ (HEIGHT) = \_\_\_\_\_ SQ. FT.

SIGN COLORS: \_\_\_\_\_ (BACKGROUND) \_\_\_\_\_ (LETTERING)

LOCATION OF SIGN: \_\_\_\_\_

SIGN MESSAGE: \_\_\_\_\_

DATES DISPLAYED: \_\_\_\_\_ TO \_\_\_\_\_ = \_\_\_\_\_ TOTAL DAYS

## BUSINESS INFORMATION

\_\_\_\_\_  
BUSINESS / APPLICANT NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
BUSINESS ADDRESS

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

## **INFORMATION TO BE COMPLETED BY CITY STAFF:**

DATE APP. RECEIVED: \_\_\_\_\_ DATE ANNUAL FEE PAID : \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_