

City of Coon Rapids Temporary Sign Permit Application

Address of property where signs will be displayed: _____

Business Name: _____

Property Owner

Name/Company: _____ Contact Person: _____

Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Sign Contractor

Name/Company: _____ Contact Person: _____

Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Sign Information *(up to three signs per permit application)*

Temporary Sign

Type of Sign (circle one):

Banner Streamers Balloon Portable Other

Sign Dimensions:

(portable signs must not exceed 12 square feet):

Length: _____ Height: _____ Square Footage: _____

Dates Sign Displayed:

From: _____ To: _____ Number of Days: _____ (maximum of 60 days of display are allowed per calendar year)

Search Light:

Yes No

Dates of Search Light:

From: _____ To: _____ Number of Days: _____

Submittal Requirements

Drawing of sign showing the following:

- Dimensions
- Location on building/site
- Sign message
- Property owner approval
- Required permit fee

**This permit is subject
to the regulations on
the following page.**

Temporary Sign Regulations

Penalties

Violation of any provision of these regulations shall be a misdemeanor. Each day the violation continues in existence shall be deemed a separate violation. All signs are subject to penalty for violation even when not required to pay a fee or acquire a permit.

If the City finds that any sign is unsafe, a detriment to the public, not maintained, or constructed, erected, or maintained in violation of the provisions of these regulations the sign owner shall be notified of the violation in writing personally or by U.S. Mail. If the sign owner fails to comply with the standards of these regulations within 7 days after such notice is given or mailed such sign may be removed or altered to comply by the City. The amount so charged against said lot or parcel of land shall be collected in the same manner as taxes or special assessments against said premises. The charge shall be a perpetual lien on the premises until paid.

Banners, Streamers, Beacons, Searchlights, Balloons, Portable and Other Temporary Signs

11-1203.6(1):

- (a) The Director may issue permits for the use of portable signs 12 square feet or less in area, banners, streamers, spinners, revolving beacons, search lights or other exterior temporary signs in commercial and industrial districts, as well as for institutional uses in residential districts.
- (b) Permits for portable signs 12 square feet or less in area, banners, streamers, spinners and other exterior temporary signs must not be issued in conjunction with the same business activity for more than 60 days in any calendar year.
- (c) No more than three portable signs or banners may be displayed under a single permit.
- (d) A business activity may only be issued one permit at any given time. A separate permit is required for each display period.
- (e) Search lights and revolving beacons must not be directed into residential areas or onto streets and are not to be permitted more than six days per calendar year.
- (f) 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 subsection 11-1202.(2)(e). 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.

Fees

Permit fee is required per permit.

A double fee shall be charged if a sign is erected without first obtaining a permit for such sign. The fee for a temporary sign erected without first obtaining a permit may be charged against the lot or parcel of land if the property owner fails to comply with a written request from the Community Development Department to obtain a permit. The amount charged against the lot or parcel of land, together with a description of the premises and name of alleged owner, shall be certified to the County Auditor and shall be collected in the same manner as taxes or special assessments. The charge shall be a perpetual lien on the premises until paid in full.

I/We hereby submit this application for a temporary sign permit and by doing so agree to abide by the regulations concerning such signs as found in Title 11 of the City Code. By signing this application, the property owner or agent grants the City right of entry to remove the sign(s) if they are displayed beyond the expiration date of the permit and agrees to pay the cost associated with that removal. If the cost of removal is not paid, it will be assessed against the property. Further, I/we understand that the applicant may be cited personally for misdemeanor violation(s) of these regulations.

Applicant's Printed Name _____

Applicant's Signature _____

Date _____

This application along with supporting documents may be submitted electronically via email, by mail or in person. A link will be sent to you to pay any fees after documents are received. You may also mail a check with your submission.

Please allow up to 10 business days to process and approve your sign permit.