Date Received: _____
Fee Paid:_____
Permit #:_____

ON PREMISES PERMANENT SIGN PERMIT APPLICATION

APPLICATION REQUIREMENTS:

_____ **Site plan indicating the sign location on the property and the total property dimensions**

_____ **Building elevations indicating building dimensions, existing/proposed sign locations and areas.**

_____ **Sign proposal illustrating sign type, size, dimensions, total height, and materials.**

_____ **Permit fee of $25.00 per sign plus a $1 MN State surcharge fee per application.**

(sidebar: COMPLETED BY APPLICANT)

STREET ADDRESS OF ON PREMISES SIGN:_____

STREET ADDRESS OF OFF PREMISES SIGN: _____

BUSINESS ADVERTISED/SIGN OWNER:_____

NUMBER OF SIGN/S:_____TYPE OF SIGN/S (freestanding, wall mounted, other):_____

SIZE OF EACH SIGN/S: _____

SIGN COMPANY:_____PHONE # _____FAX #_____

EMAIL ADDRESS: _____

SIGN COMPANY REPRESENTATIVE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

(sidebar: COMPLETED BY CITY)

CITY APPROVAL: _____ *DATE:* _____

(sidebar: PERMIT INSTRUCTIONS)

Signs in Commercial (NC or CC or RC), Institutional (INS), Public (P), Commercial Mixed Use (MU-3) and Industrial (LI or HI) zoning districts are subject to the following (See Title 10, Chapter 22 of Moorhead Zoning Ordinance for complete standards)

- NUMBER
  - Freestanding: Each lot shall be allowed a minimum of one freestanding sign regardless of the length of frontage and a maximum of one freestanding sign per 300 feet of street frontage
  - Awning, Canopy, Wall, Projecting, Roof, And/Or Suspended Signs: Each lot shall be allowed a minimum of one sign of this type and a maximum of one per 20-foot length of wall area

- SIGN HEIGHT: Unless otherwise approved by a conditional use permit, the following height requirements shall apply:
  - Signs setback from the property line 0 ft – 25 ft: 25 foot maximum height
  - Signs setback from the property line 25 ft – 100 ft: 35 foot maximum height
  - Signs setback from the property line more than 100 ft: 50 foot maximum height
  - Within 400 of Interstate Right of Way (no setback from property line):   70 foot maximum height

- TOTAL SIGN AREA (freestanding): Total signage on a property may not exceed 3 square feet per linear foot of lot frontage, or 40% of the area of the front wall of the building, whichever is greater. Lots on intersecting streets or with frontage on two parallel streets are allowed 150% of the total allowable sign area, with no more than 100% on any one street.

- TOTAL SIGN AREA (Awning, Canopy, Wall, Projecting, Roof, And/Or Suspended Signs): Maximum total area for all signs of this type shall not exceed the specified percentage of the building wall which the signs abut: 10% for commercial, institutional, public and Commercial Mixed Use (MU-3) and industrial districts; allowable area shall be calculated separately for each wall.

Permanent Signs for new development or redevelopment or signs located in other zoning districts including Mixed Use (Downtown: MU-1 and Corridor: MU-2) and Residential Moderate and/or High Density (Residential Moderate Density: RMD-1 & RMD-2 and Residential High Density (RHD-1)have different regulations from Commercial, Institutional, Public, Commercial mixed use (MU-3) and Industrial zoning districts which can be found at: http://www.cityofmoorhead.com/city_hall/code.asp (Title 10 Chapter 22)

LOCATION: Signs are not permitted upon the public right-of-way without the approval of the Moorhead City Council in accordance with Section 8-1-3 of the City Code and are not permitted within 30 feet of the intersecting curbline of a corner lot if it would impede vision between a height of 2 and 8 feet.

SIGN PROJECTION: No part of any sign or projection may protrude over the public right-of-way within 6 feet of the curbline.

LIGHTING: All lighting shall be directed as to not measurably increase light on any adjacent property or the public right of way.

MAINTENANCE: All signs and sign structures must be kept in good repair and a proper state of maintenance (10-22-3-7).
All sign regulations may be found at: http://www.cityofmoorhead.com/city_hall/code.asp (Title 10 Chapter 22)