

**City of Sauk Centre
Zoning Permit Application**

Application No. _____ File Date ____/____/____ Amount Due \$ _____

Legal Description _____

Parcel ID _____ Zoning Classification _____

Street Address of Property _____

Property Owner(s) _____

Address (If different from above) _____ Ph: _____

Current Use of Property _____

Type of Request: ___ Sign Illuminated? _____ ___ Shed (5' from side & rear property line)
 ___ Fencing (See Notes/Restrictions below) ___ Other _____
 ___ Demolition ___ Landscaping/grading

Describe in detail work to be done : _____

Size/scope of Project: Length _____ Width _____ Sq. Ft. _____ Height _____

Setbacks from: front property line _____ side lot line _____ rear lot line _____

road right of way _____ alley _____

Name Construction Materials to Be Used: _____

All or part of the following information (if applicable) is required with the application:

- ___ Site plan drawn to scale showing actual size and shape of parcel and proposed project dimensions
- ___ Certificate of Survey by a Registered Land Surveyor
- ___ **All** existing signs on the property and their respective locations with dimensions, setbacks, and height noted (including window signs)
- ___ Specifications for proposed sign(s)
- ___ Location of **all** structures and their square footages
- ___ Public right of ways, sidewalks, curb cuts, driveways, parking, access roads, wetlands, floodplain, easements, etc.
- ___ Landscaping and screening plans
- ___ Drainage plans
- ___ Other _____

I hereby certify that I have read and examined this application and supporting documents and know the same to be true and correct. I have identified all property boundaries, easements, flood zones and/or wetlands existing on the property on my site plan(s) and application. The undersigned further agrees that the City and its' Administrative Staff relied on the accurateness of the application, plans and specifications relative to this request and hold the City of Sauk Centre harmless from all liability arising from the granting of a permit.

Signature of Applicant

_____/_____/_____
Date

When Validated (Below) This Is Your Permit

SIGNATURE: _____ **DATE:** ____/____/____

Permit Expires One Year from Date Above

Notes/Restrictions:

§ 156.080 SIGNS.

(A) *General requirements.* The total height from sea level (NGVD 1988) to the top of the sign is not to exceed 1,305 feet and where the maximum height of the sign is not to exceed 75 feet from the natural ground within the sign overlay district.

(B) *Prohibited signs.* The following are prohibited in the city:

- (1) Signs within the public right-of-way or on city property, except with city approval for a specified time;
- (2) Signs painted, attached or in any manner affixed to trees, rocks or similar natural surfaces or to light poles or structural support posts;
- (3) Signs painted directly onto the roof or the sides of a building;
- (4) Signs which interfere with the ability of vehicle operators or pedestrians to see traffic signals, or which impede the vision of traffic by vehicle operators or pedestrians; and
- (5) Signs that obstruct any window, door, fire escape or opening intended to provide entry or exit to any structure or building or public right-of-way.

(C) *Temporary signs.*

(1) Campaign signs posted by bona fide candidates for political office or by a person or group promoting a political issue for a candidate may be placed in any district subject to the requirements of the district.

(a) Campaign signs of any size may be posted from August 1 in a state general election year until 3 days following the state general election.

(b) No campaign sign shall be posted in any publicly-owned property or public right-of-way.

(c) Campaign signs posted on any publicly-owned property or public right-of-way may be removed by the city and destroyed.

(2) Temporary banners, pennants and portable signs announcing the grand opening of business establishments or special events may be displayed on a property for no more than 10 consecutive days at a time, no more than 2 times per calendar year and shall be removed within 3 days after the opening or event.

(3) One temporary identification sign setting forth the name of the project, architect, engineers, contractors, planners and financing agencies may be installed at a construction site in any district for the period of construction. The sign area of a temporary identification sign shall not exceed 35 square feet.

(4) Temporary real estate sign per street frontage may be erected for the purpose of advertising availability for lease or sale of the property upon which it is placed.

(a) Only 1 like sign shall be permitted per street frontage.

(b) The sign shall be removed within 3 days following lease or sale and the maximum size of the signs for each district is as follows:

1. Residential Districts: 10 square feet;
2. Residential/Commercial District: 15 square feet;
3. Commercial Districts: 25 square feet; and
4. Industrial/Commercial District: 32 square feet.

(5) Temporary real estate advertising signs may be erected for the purpose of selling or promoting a residential project of 5 or more dwelling units or any new residential project provided:

- (a) The sign shall not exceed 50 square feet in area or 10 feet in height;
- (b) The signs shall not exceed 2 in number nor be spaced more than 500 feet apart;
- (c) The signs shall be removed when the project is 75% sold, or leased; and

(d) The signs shall be located no closer than 150 feet to an existing residential dwelling unit outside the project.

(D) *Off-premise signs.*

(1) City identification signs, not exceeding 500 square feet in area or 15 feet in height, are permitted at major highway entrances to the city.

(2) Off premise advertising signs are prohibited in all districts.

(3) Off premise directional signs for public and institutional uses are permitted in all districts provided the signs shall not exceed 6 square feet in area, 6 feet in height and are not located in an area that creates a traffic hazard or obstruction.

(E) *District regulations.* In addition to those signs permitted in all districts, signs as herein designated shall be permitted in each specified district and shall conform as to size, location and character according to the requirements herein set forth.

(1) *General.*

(a) Illuminated signs are permitted in all districts except residential districts. All illuminated signs shall have a shielded light source.

(b) Attached roof signs shall be permitted only in the C-2 and I/C Districts as wall signs and shall be an integral part of the structure. These roof signs shall not project over the roofline of the buildings to which they are attached.

(c) Canopies and marquees shall be considered an integral part of the structure to which they are attached and shall be considered a wall sign. One sign may be permitted on a canopy or marquee.

(d) A comprehensive sign plan is required at the time of Planning Commission review of any proposed commercial or industrial development. The plan shall indicate the location, size, height, color, lighting and orientation of all proposed signs and shall be submitted for approval pursuant to the regulations of the city.

(2) *Signs in Residential Districts.* Within the Residential Districts the following signs are permitted:

(a) Name plate signs: One sign not to exceed 2 square feet in area for each single-family detached dwelling or 6 square feet in area for each multiple-family building. The nameplate shall indicate only name and address;

(b) Institutional, recreation and quasi-public signs: One sign or bulletin board per street frontage for each permitted or conditional use in the district, provided the sign shall not exceed 24 square feet in area and shall not be placed closer than 10 feet to any street right-of-way and shall not exceed 10 feet in height;

(c) Area identification sign: One sign for each entrance to a residential development consisting of at least 5 dwelling units, provided the sign is not placed within 10 feet of any street right-of-way, is not in excess of 10 feet in height and is not more than 32 square feet in area; and

(d) Signage for home occupations as per § 156.013.

(3) *Signs in the R/C Residential/Commercial and C-1 Central Business District.* Within the R/C and C-1 Districts the following signs are permitted:

(a) Wall signs: Wall signs are permitted provided the signs do not exceed 15% of the wall area;

(b) Free-standing signs: One free-standing sign with no more than 2 sides per street frontage provided the sign does not exceed 100 square feet in area on each side and 25 feet in height; and

(c) Area identification signs: One area identification sign is permitted per street frontage provided the sign does not exceed 64 square feet in area and 20 feet in height.

(4) *Signs in the C-2 General Commerce and I/C Industrial/Commercial Districts:* Within the General Commerce and Industrial/Commercial Districts the following signs are permitted:

(a) Wall signs: Wall signs are permitted provided the signs do not exceed 15% of the wall area;

(b) Free-standing signs: One free-standing sign with no more than 2 sides per street frontage provided the sign does not exceed 250 square feet in area on each side and 45 feet in height and is not placed within 10 feet of any street right-of-way; and

(c) Area identification signs: One area identification sign is permitted per street frontage per commercial development provided sign does not exceed 64 square feet in area and 20 feet in height and is not placed within 10 feet of any street right-of-way.

(F) *Dynamic signs.*

(1) *Regulations.* Dynamic displays on signs are allowed subject to the following conditions:

(a) Dynamic displays are allowed only on freestanding signs for churches, schools and other institutional uses located in residential districts. They are allowed on wall signs and freestanding signs in all other zoning districts.

(b) Signs less than 200 square feet: Dynamic displays may occupy no more than 40% of the sign area, up to a maximum of 40 square feet. The remainder of the sign must not have the capability for dynamic displays. Only 1, contiguous dynamic display area is allowed on a sign face. The message shall change no more frequently than once every 6 seconds.

(c) Signs greater than 200 square feet: dynamic display may occupy up to 100% of the sign area and may change messages no more frequently than once every 5 minutes. Changes between messages must be achieved by instantaneous re-pixelization.

(d) Flashing dynamic displays are prohibited.

(e) Dynamic displays must be designed and equipped to freeze the device in 1 position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this chapter.

(f) Dynamic displays must comply with the brightness standards:

1. No sign may be brighter than is necessary for clear and adequate visibility.

2. No sign may be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with the driver's operation of a motor vehicle.

3. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device or signal.

(g) Dynamic displays existing on the effective date of this chapter must comply with the operational standards listed above. An existing dynamic display that does not meet the structural requirements in § 156.080(D)(1)(f)2. and (D)(1)(f)3. above may continue as a non-conforming use;

(h) Audio speakers or any form of pyrotechnics are prohibited in association with the dynamic display;

(I) Video display signs must be wall signs and may be a maximum of 8 square feet. Definition of video display signs, a sign that changes its message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including electronic changeable copy signs. Video display signs include projected images or messages with these characteristics onto building or other objects

(j) One dynamic display sign is allowed per parcel.

(k) Unless permitted as on off-premise sign no dynamic sign will display

messages or images of off-premise advertising.

(I) The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign. Signs existing on the effective date of this chapter that utilize this technique may continue as a non-conforming use until the sign is replaced or, if feasible, be reprogrammed to conform to this section.

(G) *Off-premise commercial directional signs.*

(1) *Purpose.* This sign ordinance is intended to establish a comprehensive and balanced system of sign control that accommodates the need for a well-maintained, safe, and attractive community, and to accommodate the business community's need for effective communication and identification. It is the intent of this division (G) to promote the health, safety, general welfare, and desirable community image through the regulation of the type, placement, and physical dimensions of signs. Also that adjacent property values need to be respected and upheld by not drawing negative attention through improper signage.

(2) *Definitions.* For the purpose of this division (G), the following definition shall apply unless the context clearly indicates or requires a different meaning.

OFF PREMISE COMMERCIAL DIRECTIONAL SIGNS. A sign, generally informational, that has a purpose secondary to the use of the property upon which it is located, intended to facilitate the movement of pedestrians and vehicles to a commercial business not readily visible from the street. The primary purpose of such sign shall be to assist visitors to a facility, or to find it once they are in the area.

(3) *Performance standards.* The following regulations shall be applicable to all off premise directional signs. Any sign not specifically allowed is prohibited.

(a) Off premise directional signs are limited in wording to include only the name of the organization or business, and/or logo, the distance to same and a directional arrow. Organizations and business utilizing off premise commercial directional signage are limited to permitted or conditional uses currently operating within the existing R-C (Residential-Commercial) zoning district. Each sign may include a maximum of 2 businesses.

(b) Signs shall be limited to property with frontage along Main Street South (US Hwy 71) between 5th Street South and 8th Street South.

(c) Signs for a single business or organization shall be a maximum of 3 square feet in area. A sign for 2 businesses or organizations shall be a maximum of 6 square feet in area. Signs shall be mounted on an approved sign standard. The top of the sign shall not exceed 8 feet in height from the ground. Signs may be double sided, free standing signs only. No directional signs shall be allowed to be attached to a structure.

(d) No 2 signs that meet the definition shall be located closer together than 300 feet.

(e) There shall be no more than 1 off premise commercial directional sign permitted for each business or organization. A maximum of 2 commercial business or organizations may share 1 sign.

(f) A permit shall be required for all signs. The permit shall give the exact location of the sign, height and the name of the organization or business to be designated on the sign. The permit must be signed by the applicant and the owner of record of the property on which the sign will be located. Not more than 1 sign is permitted per parcel of record.

(g) Signs shall have a minimum 10-foot setback from all property lines. Sign shall be non-illuminated and located outside of any sight triangle. The applicant shall be required to furnish all information deemed necessary by the Zoning Administrator for the proper approval of said permit.

(Ord. 643, passed 5-18-2005; Am. Ord. 649, passed 12-20-2006; Am. Ord. 719, passed 3-21-2012; Am. Ord. 754, passed 1-21-2015)

Sign Overlay District



Sign Overlay District

