



*East Bethel Community Development*

2241 221st Ave. NE • East Bethel, MN 55011

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## Temporary Sign Application Checklist

The City shall approve or deny a completed application within 60 days, with an additional 60 days allowed with written notice to the applicant before the end of the initial review period. Applications are approved administratively by the City. Additional information may be found in Section 54 of the City Zoning Ordinance.

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### Required Materials Checklist

- Land Use Application
  - Fees
    - \$40 if approved prior to placement
    - \$80 if approved after placement
  - Written or graphic material depicting the sign design, drawn to scale and in color, showing the following:
    - Type of sign (freestanding, wall, roof, etc.)
    - Height
    - Width
    - Location of proposed sign in relation to property lines and site features
  - Other information as requested by Community Development staff
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### Temporary Sign Regulations

Temporary signs in B-1, B-2, B-3, I, PBD, and CC districts must further comply with the following provisions:

- No more than one special event banner not exceeding 75 square feet in area may be placed on an outside building wall more than three times per calendar year. Each special event sign may be permitted to be displayed for a maximum period of ten consecutive days with an approved temporary sign permit.
- One sandwich board-style sign may be used in conjunction with any banner event as described in this section in areas outside the CC district and PBD. Sandwich board signs may be located no closer than ten feet to any property line. Signs may be constructed of wood or other material approved by the City. Sandwich board style signs shall not exceed six square feet in area nor shall they exceed five feet in height.
- Balloons 18 inches in diameter may be used in conjunction with a banner event. Balloons may not be elevated more than 20 feet above ground elevation.
- Other temporary sign requirements.
  - *Responsibility for temporary signs.* Temporary signs located on private property must have the consent of the property owner who with the owner-manager of the sign or civic sponsor of the event will be jointly responsible for the proper location, maintenance, and ultimate removal of the sign.
  - *Placement restrictions.* Signs must not be placed in the public right-of-way.
  - *Waiver of setback requirements.* Setback requirements may be waived for temporary signs if the site configuration makes it difficult or impractical to

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conform to the standard setback requirements provided they are located entirely on the business property in which the temporary sign is intended and the location is approved by City staff.

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### Temporary Signs Exempt from Permit Requirements

- Temporary political campaign signs
- Temporary construction signs identifying the parties involved in the construction to occur or occurring on a parcel shall be allowed only as an accessory to an approved building permit for a project or development, and may be installed upon a construction site in any district provided the following requirements are met:
  - The sign must not exceed 32 square feet in commercial and industrial districts and six square feet in residential districts
  - One temporary sign for each project or development will be permitted along each directly abutting street
  - The temporary sign may be erected and maintained for a period not to exceed 30 days prior to the commencement of construction and shall be removed within 14 days of the issuance of the certificate of occupancy.
- Temporary window signs. No more than 25 percent of the glass area within a window opening may be used for the display of a temporary sign message
- No trespass/no hunting signs. "No Trespassing" and "No Hunting" signs and similar warning or restrictive signs, not to exceed two square feet in area, may be placed upon private property by the owner
- Public event signs. Ground signs not exceeding 32 square feet in area for each sign may be erected and maintained for a period not to exceed 30 days before the first day of the event, celebration, or festival, and shall be removed immediately upon completion of the event. Signs permitted under this subsection may be located in any zoning district.

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### Traffic Visibility – Appendix A Section 15

On corner lots in all districts, no structure or planting in excess of 24 inches above the street centerline grade shall be permitted within a triangular area defined as follows:

Beginning at the intersection of the projected curb lines of two intersecting streets, thence 30 feet along one curb line, thence diagonally to a point 30 feet from the point of beginning on the other curb line, thence to the point of beginning.

