



COMMUNITY DEVELOPMENT DEPARTMENT

4141 Douglas Drive North

Crystal, MN 55422

Telephone: 763-531-1000 / Fax: 763-531-1188

www.crystalmn.gov

Deaf and Hard of Hearing callers should contact the Minnesota Relay Service at 1-800-627-3529 V/TTY or call 711

SIGN REGULATIONS

If you have questions, please contact a Customer Service Representative at 763-531-1000

The information in this pamphlet is not meant to cover all guidelines and requirements of city code. You should contact the city about required permits and specifications before beginning any project.

*****BOTH TEMPORARY AND PERMANENT SIGNS REQUIRE A SIGN PERMIT.*****

- ***PERMANENT SIGNS MUST BE INSTALLED BY A LICENSED SIGN HANGER AND CONFORM TO THE REGULATIONS SET FORTH BY CRYSTAL CITY CODE.***
- ***TEMPORARY SIGNS ARE STRICTLY LIMITED IN TERMS OF HOW LONG THEY CAN BE IN PLACE ON A PROPERTY.***

PLACEMENT OF ANY SIGN ON PUBLIC PROPERTY INCLUDING STREETS, BOULEVARDS, SIDEWALKS, UTILITY POLES, FENCES OR TREES IS PROHIBITED; SUCH SIGNS MAY BE REMOVED AND DISCARDED WITHOUT NOTICE OR COMPENSATION.

REQUIRED INFORMATION WHEN APPLYING FOR A TEMPORARY SIGN PERMIT:

Temporary signs, i.e. banners, pennants, portable signs and similar devices to be used for a limited period of time, do not require a survey, site plan or plan for the proposed sign. However, they do require a sign permit. Temporary signs also must comply with the location, size and other applicable requirements of city code, and are subject to limitations on how long they can be placed on a property. Specifically:

- A permit is required for each temporary sign; the permit is valid for 7 consecutive days.
- Each business property is allowed no more than 6 such temporary sign permits in any 12-month period. Business properties with multiple tenants, each tenant is allowed 4 temporary sign permits in any 12-month period.
- Landlord's written approval of the sign.
- Signs cannot be attached to motor vehicles or trailers.

REQUIRED INFORMATION WHEN APPLYING FOR A PERMANENT SIGN PERMIT:

- * City of Crystal sign permit application for each sign.
- * Two copies of plans, drawn to scale, showing the design of proposed sign and type of materials being used for the construction and method of attachment of the sign. Include existing signage that will stay on the property.
- * Height and width of the wall or storefront on which any proposed wall sign is to be located.

- * Landlord's written approval of the sign.

If the sign is NOT mounted to a building, the following are required also:

- * Two copies of a Certificate of Survey or two copies of a site plan drawn to scale, indicating:
 - location of existing principle structure(s), including all buildings, sidewalks and driveways
 - proposed location of the sign, with setback measurements from all property lines
 - height and width of the sign face
 - height of any free-standing sign
 - stress sheets and calculations showing structure meets deal load and wind pressure requirements of code.

CITY CODE REQUIREMENTS (Section 405):

Please review the following requirements for both temporary and permanent signs. All signs must be located at least 10 feet from all property lines, including lot lines that form the boundary between private property and a street easement or public right-of-way: streets, sidewalks, alleys and boulevards. Signs may not be placed on utility poles, fences or trees, even when such items are located on private property.

Wall Signs

- * The total area of wall signs and projecting signs may not exceed 10% of the area of the wall they are on, up to the maximum area listed in the street designation scheme listed under "Free-Standing Signs" below, except that buildings exceeding 80,000 square feet on lots exceeding 200,000 square feet in commercial or industrial districts are permitted to have wall signage of up to 250 square feet.
- * No more than two signs are permitted per wall.
- * Wall signs may not extend beyond the ends of the wall where it is located.
- * Wall signs may be placed on the side or rear of a building, provided that it is visible from an abutting public roadway, does not exceed the area of the largest sign elsewhere on the building and any necessary lighting is buffered from adjacent properties.

Free-Standing Signs

- * The total area of a free-standing sign depends on what type of street the property has frontage on:

<u>Street Designation</u>	<u>Maximum Sign Area</u>
Principal arterial	200 square feet
Minor Arterial	150 sq. ft.
Major Collector	150 sq. ft.
Collector	100 sq. ft.
Local	50 sq. ft.

The area of a free-standing sign is also limited to 1 square foot per lineal foot of frontage on the abutting street. Where such frontage is less than the maximum listed above, the more restrictive standard applies. For example, if your business is located on a Minor Arterial street, but you have only 100 feet of frontage on that street, the maximum area allowed for a free-standing sign would be 100 square feet.

- * The allowable height of a free-standing sign is calculated by measuring from the center line of the nearest street to the proposed sign location. However, the maximum height for a free-standing sign is 25 feet.

- * One free-standing sign is allowed on a business property in addition to wall signs.
- * A free-standing sign is not allowed on any property with a street frontage of less than 50 feet in width.
- * A free-standing sign is not permitted within 50 feet of a residential home, public park, school, library, church or similar institution nor on any government property or property zoned Residential.
- * The minimum setback for any part of a free-standing sign, including supports, structure or trim, must be at least 10 feet from the property line, regardless of the sign's size.

Directional Signs

- * A directional sign may be placed at or near primary vehicular entrances to an establishment, provided that the sign does not impair the vision of motorists entering or exiting the establishment; is set back at least 1 foot from the property line; does not exceed 6 square feet in area or six feet in height and only displays the name of the establishment, logo and relevant directional information.

Projecting Signs

- * The total area of a projecting sign may not exceed 10% of the total area of the building frontage, either individually or in combination with wall signage.
- * The height of a projecting sign may not exceed the maximum height determined by a free-standing sign (see section on "*Free-Standing Signs*").
- * Projecting signs must have at least 10 feet of clearance above grade.
- * Projecting signs may not project more than 4 feet 6 inches from the face of the building to which it is attached and may not project beyond the property line.
- * A projecting sign may not extend upward to a point higher than the roof line of the building to which the sign is attached.
- * A projecting sign is not permitted within 50 feet of a residential home, public park, school, library, church or similar institution nor on any government property or property zoned Residential.

Canopy and Marquee Signs

- * A sign that is attached to the face of a canopy or marquee is considered a wall sign and should follow the appropriate provisions for wall signs.
- * A sign that is attached above or below a canopy or marquee is considered a projecting sign and should follow the appropriate provisions stated above. Any sign attached below a canopy or marquee must be at least 8 feet above grade.
- * A sign that is attached to a canopy or marquee may not extend over the roof line of the building.
- * Canopies and marquees may not be used in the computation when figuring the total wall area.

Electronic Signs

- * Electronic or electronically controlled readerboards maybe part of a wall, free-standing or monument sign.
- * A sign permit is required for all electronic signs.
- * One electronic sign is allowed per property.
- * Electronic signs must have solid, colorless background having a constant light illumination level using lamps having a single color.
- * The area of the readerboard may not exceed 50% of the total area of the sign in which it is integrated, or 50 square feet, whichever is less.
- * Display must be a given copy or graphic image for a minimum of three seconds within the readerboard frame.
- * Display must be a static message with no fade, dissolve, scrolling, spinning or zooming action.
- * The sign must meet all the requirement of City Code Section 405, including set-back, overall height, applicable wall, free-standing or monument sign requirements.
- * A city sign hanger's license is required.
- * Crystal City Code 405 defines electronically controlled readerboards as follows:

“Electronically or electrically controlled readerboard” means a sign, or section thereof, messages of which may be changed by electronic process or remote control and the only movement of which is the periodic changing of information against a solid, colorless background, having a constant light illumination level using lamps having a single color.

The complete City Code, including sign code, is available at www.crystalmn.gov.