



CITY of CRYSTAL

COMMUNITY DEVELOPMENT DEPARTMENT

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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.

The Sign Code can be found in Section 530 of the Unified Development Code. Definitions for signs can be found in Section 505 Subd. 152.

BOTH TEMPORARY AND PERMANENT SIGNS REQUIRE A SIGN PERMIT. SMALL SIGNS THAT ARE 6 SQUARE FEET OR LESS ARE EXEMPT AND DO NOT REQUIRE A PERMIT.

SIGNS PLACED IN THE PUBLIC RIGHT-OF-WAY ARE PROHIBITED, EXCEPT FOR THOSE SIGNS PLACED IN THE PUBLIC RIGHT-OF-WAY AND MAINTAINED BY THE OWNER OR OCCUPANT OF RESIDENTIAL PROPERTY ABUTTING SAID RIGHT-OF-WAY. EACH SIGN IS LIMITED TO 30 INCHES IN HEIGHT AND SIX SQUARE FEET IN AREA.

REQUIRED INFORMATION WHEN APPLYING FOR A SIGN PERMIT:

- City of Crystal sign permit application, filled out completely, and signed by both the applicant and property owner.
- Two copies of plans, drawn to scale, showing design of proposed sign, type of materials being used for the construction of the sign and method of attachment. Include existing signage on property.

If the sign is NOT mounted to a building and is new construction including a new pole, pylon or is a monument sign, include:

**Two copies of a Certificate of Survey or two copies of a site plan drawn to scale, indicating the proposed location of the sign, with setback measurements from the property line.*

**Stress sheets and calculations showing structure meets dead load and wind pressure requirements of code.*

Please review the following requirements for both temporary and permanent signs that require a permit. All signs requiring a permit must be located at least 10 feet from all property lines and shall at no time be placed within the public right-of-way (i.e. streets, sidewalks, boulevards, etc.) or within the 40 foot visibility triangle.

Temporary Signs

- 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 if greater than 6 square feet in area. 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 property or tenant in a multi-tenant building is allowed no more than 6 such temporary sign permits in any 12-month period.

Wall Signs

- Wall signs in Commercial or Industrial Districts shall not exceed 10% of the wall area to which it is affixed.
- No more than two signs are permitted per wall.
- 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 must be shielded in accordance with Section 520.07.

Electronically Controlled Readerboards

- Displays a given copy or graphic image for a minimum of three seconds within the readerboard frame if having lamps of a single color, or for a minimum of two minutes if having lamps of more than one color.
- Is included in an otherwise permitted and conforming wall, free-standing or monument sign, and 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, and only one readerboard per premise is allowed.
- Displays a static message with no fade, dissolve, scrolling, spinning or zooming action.
- Does not cast light on any public street in excess of one foot candle at the lot line along said street, or in excess of 0.4 foot candle at the lot line of any residential property.

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.

Free-Standing Signs (continued)

- The maximum height for a free-standing sign is 25 feet.
- One free-standing sign is allowed on a Commercial 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.

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.
- Projecting signs must have a minimum 10 foot clearance above grade and may not be higher than the roofline.

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.