



500 Center Avenue, 4<sup>th</sup> Floor  
 Moorhead, MN 56561  
 Phone: 218-299-5370  
 Fax: 218-299-5399  
 TTD/Relay 711

Date Received: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_  
 Permit #: \_\_\_\_\_

## PERMANENT SIGN PERMIT APPLICATION

### APPLICATION REQUIREMENTS:

- \_\_\_ Site plan indicating the sign location on the property and the total property dimensions
- \_\_\_ Sign plan indicating the type of sign, size, dimensions, total height, and materials
- \_\_\_ Permit fee of \$25.50

COMPLETED BY APPLICANT

**STREET ADDRESS OF SIGN:** \_\_\_\_\_

**BUSINESS ADVERTISED/SIGN OWNER:** \_\_\_\_\_

**NUMBER OF SIGN/S:** \_\_\_\_\_ **TYPE OF SIGN/S** (freestanding, wall mounted, other): \_\_\_\_\_

**SIGN COMPANY:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_ **FAX #** \_\_\_\_\_

**SIGN COMPANY REPRESENTATIVE:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

COMPLETED BY CITY

**CITY APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PERMIT INSTRUCTIONS

Signs in Commercial (CC or RC), Institutional (INS), Public (P), 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

**NUMBER (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

**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 districts; 5% for industrial, institutional and public districts. Allowable area shall be calculated separately for each wall.

**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.

**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

**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](http://www.cityofmoorhead.com/city_hall/code.asp) (Title 10 Chapter 22)