



Planning & Neighborhood Services
 500 Center Avenue, 4th Floor
 Moorhead, MN 56561
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 TTD/Relay 711

COMPLETED BY CITY
Date Received: _____
Fee Paid: _____
Permit #: _____
Placement Date: _____
Removal Date: _____

PORTABLE & TEMPORARY SIGN PERMIT

APPLICATION REQUIREMENTS:

_____ **Permit fee of \$15.00**

_____ **Licensed Portable Sign Installer**

COMPLETED BY APPLICANT	SIGN OWNER: _____ PHONE: _____ FAX: _____
	EMAIL: _____
	SIGN ADDRESS: _____
	SIGN LOCATION ON PROPERTY: _____
	BUSINESS/ACTIVITY ADVERTISED: _____
	SIGN SIZE: _____ PLACEMENT DATE: _____ REMOVAL DATE: _____
APPLICANT'S SIGNATURE: _____ DATE: _____	

COMPLETED BY CITY	<i>CITY APPROVAL:</i> _____ <i>DATE:</i> _____
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LICENSE REQUIRED: Any person, firm or entity displaying a **Portable Sign** within the City of Moorhead must first obtain a City license for such purpose. A license for the owner of the sign shall be approved by the City Council and terminate on December 31st of the permitting year. **The fee for an annual license is \$100.**

PERMIT INSTRUCTIONS	Portable and temporary signs are allowed in only Commercial (CC and RC), Commercial Mixed Use (MU-3), Institutional (INS) and Industrial (LI and HI) zoning districts, and are subject to the following (see Chapter 22 of the Moorhead Zoning Ordinance for complete standards):
	SIZE: The maximum size of a portable or temporary sign is 60 square feet in area and 8 feet in overall height.
	LOCATION: Portable and temporary 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 100 feet of an intersecting curblin of a State Highway, within 30 feet of the intersecting curblin of local streets, or within 24 feet of a driveway, entrance or exit.
	LIGHTING: No portable or temporary sign placed within 150 feet of a residential use may have blinking, flashing, or fluttering lights or illuminated devices with changing intensity, brightness, or color.
	NUMBER: Only one portable sign may be placed upon a parcel at any given time, except in the case of multi-tenant sites with 6 or more tenants, where 2 portable signs will be allowed on the parcel at any given time.
	DURATION: A portable or temporary sign permit is granted for a period of up to 14 continuous days, with vehicles and equipment that display signage granted for a period of up to consecutive 3 days. Once the permit expires, it must be at least 14 days before another permit may be granted at that location for a maximum of 56 days per year. The total number of days in a calendar year that a portable sign may be on a site is 56 days. For multi-tenant sites, a portable sign permit may be granted for each business under the limitations of Chapter 22.
All sign regulations may be found at: http://www.cityofmoorhead.com/government/laws/city-code (Title 10 Chapter 22)	