CITY OF MAPLEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
1830 County Road B East
Maplewood, Minnesota 55109
(651) 249-2300 Fax (651) 249-2319
TDD (651) 779-4995

TEMPORARY SIGNS

TEMPORARY SIGN

A temporary sign is defined as a sign used for a specific advertisement purpose that is installed for a limited duration and is not permanently attached to the ground or wall. Temporary signs include, but are not limited to, banners, portable signs, advertising balloons, window signs, search lights, or other signs or displays allowed for a limited time.

TEMPORARY SIGN REQUIREMENTS

Temporary Advertising Sign Type	Zoning District Sign Allowed	Size	Time Limit	Placement	Number	Permit Required	Does Not Require a Permit
Window[1]	LBC, CO, NC, MU, BC, BCM, M-1, M-2 (and properties guided Government or Institutional)	Up to 30% window coverage	No time limit	Any window	No limit		X
Banner[1]	Residential, LBC, CO, NC, MU (and properties guided Government, Institutional, or Park)	Up to 32 sq. ft.	60 days	Permanent structure on the property only – cannot be placed on a balcony, fence, or other nonpermanent structure. Cannot be placed in the right-of-way.	1 per property (single tenant) or 1 per tenant (multi tenant)		X
Banner[1]	All other commercial zoning districts than those mentioned above.	Up to 64 sq. ft.	60 days	Permanent structure on the property only – cannot be placed on a balcony, fence, or other nonpermanent structure. Cannot be placed in the right-of-way.	1 per property (single tenant) or 1 per tenant (multi tenant)		X
Portable	All zoning districts except single and double dwelling residential (and properties guided Government or Institutional)	Less than 12 sq. ft.	30 days	Anywhere on the property as long as it does not obstruct traffic or pedestrian visibility. Cannot be placed in the right-of-way.	1 per property (single tenant) or 1 per tenant (multi-tenant) with a limit of 3 per property		X
Portable[2]	All zoning districts except single and double dwelling residential (and properties guided Government or Institutional)	12 sq. ft. and over	30 days, 60 days for new business	Anywhere on the property as long as it does not obstruct traffic or pedestrian visibility. Cannot be placed in the right-of-way.	1 per property	X	

EXEMPTIONS

[1]Window and Banner Sign Exemptions: Exemptions to temporary window and banner signs which exceed the size, number, or time display limits may be approved if the applicant shows there are unusual circumstances to the request. Contact the Community Development Department for additional information.

PERMITS

[2]Temporary Portable Sign Permits: Sign permits must be issued prior to installation of a temporary portable sign which is 12 sq. ft. and over. Sign permits can be obtained from the Community Development Department. The sign permit carries a fee of $45. All temporary sign installers (portable temporary signs) must be licensed by the city yearly.

QUESTIONS

Contact a planner with the Community Development Department at Maplewood City Hall (1830 County Road B East), by telephone (651/249-2300), or visit the city's website at www.ci.maplewood.mn.us/signs.

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