

**City of Prior Lake**  
**2012 APPLICATION FOR EVENT DRIVEN BANNER**  
**or SANDWICH BOARD SIGN**

DATE REC'D: \_\_\_\_\_

Permit No. \_\_\_\_\_

DIRECTIONS: One completed application per sign is required along with a schematic plan showing dimensions and a Public Property Use Permit.	<b>1. PARCEL I.D. OF PROPERTY:</b>
<b>2. APPLICANT:</b> (NAME) (ADDRESS) (PHONE)	
<b>3. OWNER OF PROPERTY:</b> (NAME) (ADDRESS) (PHONE)	
<b>4. SITE ADDRESS OR LOCATION OF SIGN</b> (PHONE)	
<b>5. SIGN DIMENSIONS</b> (square feet) (Height) (Width) (Depth)	
<b>6. TYPE OF SIGN (Banner or Sandwich Board)</b>	
<b>ANNUAL SIGN PERMITS WILL NOT BE PROCESSED IF THEY ARE INCOMPLETE</b> <b>BOTH PARTIES MUST SIGN APPLICATION:</b>	
I hereby certify that I have furnished information on this application which is, to the best of my knowledge, true and correct. I also certify that I am the owner or authorized agent for the above-mentioned property, and that the proposed sign will conform to all existing state and local laws, specifically in accordance with the City of Prior Lake Zoning Ordinance Section 1700 (General Performance Standards) relating to banner and sandwich board signs, summarized on the back of this application. I am aware that the City Planner can revoke this permit for just cause. I am aware in the case of multiple tenants utilizing one approved location, I am responsible for establishing a revolving rotation between businesses. I am aware that this permit will expire on December 31, 2011. Furthermore, I hereby agree that City Officials or a designee thereof may enter upon the property to perform needed inspections.	
_____ SIGNATURE OF PROPERTY OWNER/OWNER REP.	_____ PRINTED NAME OF PROPERTY OWNER/OWNER REP.
_____ DATE	
I hereby certify that I have reviewed the above information on this application which is, to the best of my knowledge, true and correct. I also certify that I am the owner of the business or organization, and that the proposed sign will conform to all existing state and local laws, specifically in accordance with the City of Prior Lake Zoning Ordinance Section 1700 (General Performance Standards) relating to banner and sandwich board signs, summarized on the back of this application. I am aware that the City Planner can revoke this permit for just cause. I am aware that this permit will expire on December 31, 2011. Furthermore, I hereby agree that City Officials or a designee thereof may enter upon the property to perform needed inspections.	
_____ SIGNATURE OF APPLICANT	_____ PRINTED NAME OF APPLICANT
_____ DATE	
<b>SUBMISSION REQUIREMENTS:</b>	
<input type="checkbox"/> Public Property Use Permit (needed for sandwich boards if business is located within the Town Center Zoning District) <input type="checkbox"/> Illustration of proposed sign with dimensions <input type="checkbox"/> Completed application <input type="checkbox"/> Scale drawing showing location of sign <b>including</b> proximity to adjacent signs <input type="checkbox"/> Permit Fee \$ 35	
<b>This Application becomes your 2012 Event Driven Banner or Sandwich Board Sign Permit when approved.</b>	
By _____ Date _____	
City Planner or designee	
This is to certify that the request in the above application and accompanying documents is in accordance with the City Sign Ordinance and may proceed as requested. This document, when signed by the City Planner or designee constitutes compliance with the Sign Ordinance.	
Special Conditions _____	
_____ 24 Hour Notice for All Inspections- 447-9810	

### **1107.803 Banner Signs:**

A. Banner signs as defined in Section 1107.501 are allowed by permit in the "TC", and "C" or "I" Use Districts subject to the regulations, conditions and limitations of this subsection, churches, schools, and marinas located in an "R" use District may obtain a banner permit subject to the requirements and conditions in this Subsections.

- 1) One banner sign may be displayed per property.
  - 2) The total area of the banner sign shall not exceed 32 square feet, regardless of the size of the building. -
  - 3) An annual banner sign permit shall be issued for one specified location on the exterior of the principal building, which shall be designated at the time of sign permit issuance.
  - 4) Banner signs may be used for advertising an occasion relating to the goods/or services sold or provided on the property or to inform the public of an upcoming special event. Banner signs may be used for grand openings, short term specials, sales events, or special events that are limited in duration or similar event approved by the Zoning Administrator.
  - 5) Banner signs shall not be used in place of permanent signage.
  - 6) The owner of a building occupied by multiple tenants is responsible for designating the manner in which the tenants will rotate use of the banner.
  - 7) All banners shall be securely affixed to the wall of the designated principal building.
  - 8) Marinas, churches, and schools may display a banner in the "R" Use District subject to the conditions set out in this subsection. The Zoning Administrator shall have full discretion to permit the banner to be firmly affixed to a permanent structure that is not classified as the principal structure, particularly in cases where the alternative location assists in limiting the banner from the view of adjacent residential properties.
  - 9) The owner or tenant of a building with a sign permit may allow an organization or entity to use the banner location to promote a special event. A banner for a special event sign cannot be displayed for more than 30 days prior to the first day of the event. The banner shall be removed at the conclusion of the event.
- B. The proliferation of banner signs or the failure of a business owner to restrict the display of the sign to the location designated in their application for a sign permit (See Section 1107.803) presents a foreseeable risk to the public safety and welfare by distracting motorists who divert their sight from the road to read a banner sign. Banner signs also present the risk of impairing and interfering with aesthetic qualities of the City by creating visual clutter. Banner signs have the potential of being an eyesore and distracting from the goals set out in the 2030 Vision and Strategic Plan.

### **1107.817 Sandwich Board Signs:**

A. Sandwich board signs ("Sandwich Boards") are allowed in the "TC", "C", and "I" Use Districts for permitted businesses provided the requirements set out in this subsection are met.

1. Unless otherwise provided for herein, only a business/entity in the "TC", "C", and "I" Use Districts is allowed to display a Sandwich Board sign in front of their business, subject to the conditions set out in this subsection.
2. Only one (1) sandwich board is allowed for each business/entity.
3. Sandwich boards shall not exceed eight (8) square feet per sign face.
4. Sandwich boards require an annual sign permit. All permit applications shall contain a sketch of the sandwich board, which includes the sign's dimensions, color, and design, and the placement location, including an accurate to-scale depiction of the sidewalk adjacent to the premise.
5. Sandwich boards shall not be transferable.
6. In determining whether to issue a permit, the Zoning Administrator shall consider the impact on adjacent buildings and pedestrians.
7. Sandwich boards can be displayed only during the times the entity is open. No sandwich board shall be displayed overnight or when there has been any snow accumulation.
8. Sandwich boards may only be located on the sidewalk adjacent and near to the entity's front entrance to the premises.
9. In no case shall sandwich boards occupy off-street parking space.
10. In no case shall sandwich boards be used in conjunction with portable signs, as provided in this Section.
11. Sandwich boards may be placed on a public sidewalk provided that the owner executes a Public Property Use Permit ("PPUP"). The PPUP requires the owner and tenant to assume liability for any damage to property or injury to persons related to the sandwich board sign.
12. Sandwich boards shall not take up more than three (3) feet of sidewalk width and cannot interfere with pedestrian traffic. A sandwich board shall be located with a minimum of three (3) feet of unobstructed clearance on all sides to allow for accessibility along the sidewalk for pedestrians.
13. A sandwich board sign may not be used instead of permanent building signage.
14. A sandwich board may be removed by the City if it interferes with any City activities or public safety (for instance, but not limited to, such things as snow removal activities and sidewalk maintenance).
15. The owner of a building or business who has a valid temporary permit for a sandwich board may allow the sponsor of a "Special Event" to utilize their sandwich board location for a Special Event Sign.
16. A Special Event Sign may be displayed for 30 days prior to the Special Event. The permit holder must have the Special Event Sign removed at the conclusion of the event.