

TEMPORARY SIGN PERMIT APPLICATION (\$30 per property)

Site Information	
Address (include Suite #):	
Business Name:	
Property Owner Information	
Name:	Address:
Phone:	Email:
<i>By signing, I, as the property owner, understand there is a limited amount of time on specific temporary sign permits and this permit may be included in the maximum amount of calendar days per year for temporary signage.</i>	
Signature of Owner (Required):	
Advertiser/Applicant Information	
Company Name:	Address:
What is the sign advertising:	
Responsible Party Name:	
Phone:	Email:

Required Information	
Zoning District <input type="checkbox"/> Business Districts <input type="checkbox"/> for non-residential uses in residentially zoned district <input type="checkbox"/> Professional/Medical districts <input type="checkbox"/> multi-family uses in residentially zoned district <input type="checkbox"/> Industrial Districts	
Dates sign(s) will be displayed:	
Total number of days sign(s) will be displayed (maximum is 120 per calendar year):	
Size of sign (sq. ft.):	
Is any portion of this sign illuminated?	If yes, explain:
Are you a non-profit: (\$30 fee is waived if yes)	
What type of an event (check all that apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> On-Premise <input type="checkbox"/> Off-Premise Sign <input type="checkbox"/> Sales Promotions </div> <div> <input type="checkbox"/> Grand Opening <input type="checkbox"/> Seasonal Use <input type="checkbox"/> Special Event </div> <div> <input type="checkbox"/> Other (describe) _____ </div> </div>	

Sign Information		
What kind of sign is this: <input type="checkbox"/> Ground Banner <input type="checkbox"/> Feather/Pennant/Flag <input type="checkbox"/> Wall Banner Or see column to the right	<input type="checkbox"/> Portable Sign <input type="checkbox"/> Yard Sign <input type="checkbox"/> Electronic Message Sign Or see column to the right	<input type="checkbox"/> Beacons <input type="checkbox"/> hot or cold air inflatable devices <input type="checkbox"/> large balloons <input type="checkbox"/> Wacky inflatable flailing arm man <input type="checkbox"/> collections of small balloons exceeding 2 feet in diameter (except balloon arches not exceeding eight feet in height)
For these types of signs, see below:	For these types of signs, see below:	For these types of signs, see below:
<input type="checkbox"/> Banners may be attached to poles, tents, and buildings. Banners on buildings shall not exceed 100 sq. ft. <input type="checkbox"/> No more than two such signs shall be allowed at any one time. <input type="checkbox"/> Signs shall be well secured and controlled regardless of weather conditions.	<input type="checkbox"/> Signs shall be well secured and controlled regardless of weather conditions. <input type="checkbox"/> No more than one sign per lot shall be allowed at any one time; <input type="checkbox"/> Signage shall not be larger than 32 square feet; <input type="checkbox"/> Signage shall be permanently removed from view of any public right-of-way or adjacent property when not in use.	<input type="checkbox"/> no more than two such signs are displayed at any one time. <input type="checkbox"/> Signs shall be well secured and controlled regardless of weather conditions.

Off-Premise Temporary Signs

Temporary off-premises signage shall only be allowed as follows:

- ☐ The property where the sign is placed must use the temporary sign allotment for that property.
- ☐ Temporary off-premise signs are allowed on commercially zoned property in the B-1, B-1A, B-2 zoning districts. These signs will be allowed in the BT district only if the use of the property is commercial and not residential.
- ☐ Temporary off-premises signs shall be limited to 32 sq. ft. in size.

Temporary off-premises signs containing only non-commercial speech are allowed concurrent with one-time or special events provided:

- ☐ A maximum of four temporary signs per event can be located in any zoning district.
- ☐ Signs shall be allowed for a maximum of 30-days and only one off-premises temporary sign is allowed on a property at one time.
- ☐ Temporary signs under this Section (E)(10) do not count towards a property's total temporary sign allotment.
- ☐ There shall be no fees for signs allowed under this Section (E)(10), but permits are required for such signage.

Items to be submitted with application

- ☐ Site plans of the property indicating where the sign(s) will go. Sign cannot be in the right-of-way.
- ☐ Images/drawings of the proposed temporary signs

Prohibited Signs

- ☐ Signs that by reason of position, shape or color would interfere with the proper function of a traffic sign, signal or interferes with or is misleading to vehicular traffic.
- ☐ Signs that by reason of illumination or brightness disturb the peace of any neighboring residential property.
- ☐ Signs within a public right-of-way or easement, except for signs installed by governmental units and B-1/B-1A District sidewalk signs as regulated herein. The owner of property subject to a public easement may request to install a sign on the easement with an Easement Agreement as prescribed by the City.
- ☐ Signs that resemble any official marker erected by a governmental agency or that displays such words as "stop" or "danger," which are not erected by legal authority.
- ☐ Signs attached to trees, benches, street light standards or utility poles.
- ☐ Signs with rotating beams, spotlights, flashing illumination, pennants and stringers.
- ☐ Signs which project over and into public right-of-way, except for canopy, flag mount or awning signs which shall have a minimum clearance of seven feet above a public sidewalk in the B-1 and B-1A Districts.
- ☐ Rotating signs.
- ☐ Signs painted or attached to vehicles where the vehicle is parked on a property and not intended to be moved.
- ☐ Signs on any rooftop.
- ☐ Off-premises signs, except as specifically allowed in this section.
- ☐ Signs that constitute a nuisance or a danger to public safety.

Application submittal information

Required to be submitted with the application	Site plan of property indicating where all ground signs will go To-scale drawings of the proposed wall and ground signs, must include dimensions and height All applications must be completely filled out and have the property owner's signature
Time required for plan review	Please understand that we work on a first come, first serve basis for plan reviews. We also work on a priority basis with other aspects of our job duties. Plan review may take up to 14 days, so we ask that you plan accordingly and submit your applications at your earliest convenience. Sign placement is not allowed until approval and payment.
In-person	300 – 3rd Avenue NE, Cambridge, MN 55008 Monday- Friday from 8am-4:30PM After hours drop box is the silver box by the blue mailbox.
Mail	300 – 3rd Avenue NE, Cambridge, MN 55008
Email	building@ci.cambridge.mn.us

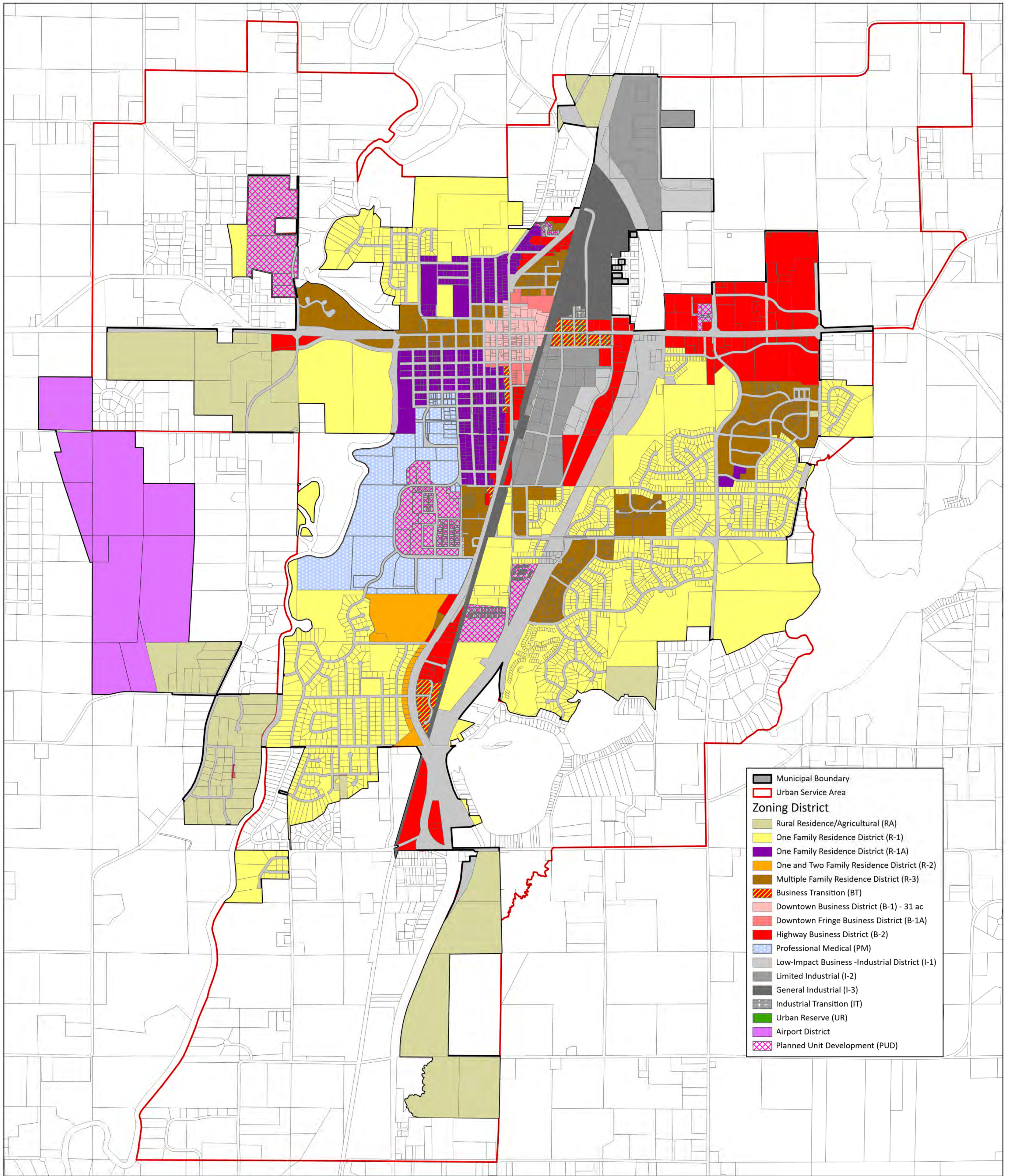
ACKNOWLEDGEMENT AND SIGNATURE

The undersigned hereby represents upon all the penalties of law, that all statements herein are true and that all signs will be constructed in accordance with the Cambridge Zoning Ordinance and other applicable regulations. In addition, the undersigned hereby agrees that a building inspector will be contacted, if required, to inspect the anchoring system.

Applicant Signature

Date

Please Print Name



Zoning Districts