CITY OF AFTON

SIGN PERMIT APPLICATION

FEE
$150

+

DEPOSIT
$200

TEMPORARY OR RENEWAL

FEE
$25

City of Afton

ADMINISTRATIVE PERMIT CHECKLIST

_____ Completed application form, including full legal name (first, middle, and last) and address of the applicant, fee owner, and any other persons having a legal interest in the property.

_____ Fee as set forth in the current Fee schedule as adopted by the City.

_____ Location map showing the general location of the proposed use within the City

_____ Legal description of the property, including street address, if any, property identification number, and proof of legal ownership.

_____ Written statement explaining requested use of the property.

_____ Site Plan (and/or Certificate of Survey) drawn to scale showing:

- Property dimensions
- Adjacent roads and location of existing and proposed curb cuts, driveways, and parking space
- Location of existing and proposed buildings, including setbacks, dimensions and square footag
- Building setbacks from the crest of slopes greater than 18 percent
- Existing topographic information and finished grading and drainage plan
- Existing and proposed wells and septic systems
- Sewer and water plan with estimated use per day (if applicable)
- Existing vegetation and proposed landscaping and screening plans, including species and sizes of trees and shrubs
- Location of wetlands
- Soil type and soil limitations for the intended use. If severe soil limitations for the intended use are noted, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the permit application
- Type of business or activity and proposed number of employees (if applicable)
- Proposed floor plan, with uses indicated, and elevations of buildings (if applicable)
- Photometric lighting plan
- Total percentage of impervious surface

_____ Four-sided color building elevations, identifying primary and secondary building materials and percentage of glass coverage (Industrial Districts only)

_____ Map showing principal land uses within five hundred (500) feet of the subject parcel

_____ An accurate list showing the names and mailing addresses of the recorded owners of all property within a minimum of 500 feet of the boundaries of the property for which the application is submitted

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Note: The City may waive or modify submittal requirements if appropriate to the specific situation. Call the Zoning Administrator at (651) 436-8957 with questions about specific submittal requirements.

CITY OF AFTON
SIGN PERMIT APPLICATION

Sign Ordinance reference: Chapter 12 Sections 210-212

Owner	Address	City	State	Zip	Phone

Applicant (if different than owner)	Address	City	State	Zip	Phone

Project Address _____ **AFTON** **MN** **55001**

Zoning Classification	Existing Use of Property	PID# or Legal Description

Description of Request _____

By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.

Signature of Owner/Applicant _____ Date _____

Email Address: _____

Make checks payable to: **City of Afton**

FEES:		**ESCROW:**		
Sign Permit	$150	$200	TOTAL:	_____
Temp/Renewal	$25		DATE PAID:	_____
			CHECK #:	_____
			RECV'D BY:	_____

ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION

Sec. 12-210. Signs.[1]

A. *Purpose.* The purpose of this section is to protect and retain the natural scenic beauty of the roadsides throughout the City. By the construction of public roads, the public has created views to which the public retains a right-of-way view, and it is the intent of these standards to prevent the taking of that right.

B. *Definitions.* As used in this section, the following words and phrases shall have the meaning indicated:

1. *Sign* means an illustration, which directs attention to an object, product, place, activity, person, institution, organization or business.
2. *Sign, advertising*, means a sign that directs attention to a business or profession or to a commodity, service or entertainment not sold or offered upon the premises, where such sign is located or to which it is attached.
3. *Sign, area*, means the entire area within a continuous perimeter enclosing the extreme limits of such sign. However, such perimeter shall not include any structural elements lying outside of such sign and not forming an integral part or border of the sign. The maximum square footage of multi-faced signs shall not exceed two times the allowed square footage of a single-faced sign.
4. *Sign, banner,* means any sign made of a strip of cloth or similar material not exceeding 15 square feet hung up on a crossbar or between two points of any permanent structure or poles advertising an event such as a grand opening, special sale or similar situation; in no event, however, shall such sign be placed on any lot or parcel of land for a period to exceed 30 days out of any 12-month period.
5. *Sign, business*, means a sign that directs attention to a business or profession or to the commodity, service or entertainment sold or offered upon the premises where such sign is located or to which it is attached.
6. *Sign, flashing*, means an illuminated sign which has a light source not constant in intensity or color at all times while such sign is in use.
7. *Sign, ground*, means a sign which is supported by one or more uprights, poles or braces in or upon the ground.
8. *Sign, illuminated*, means a sign which is lighted with an artificial light source.
9. *Sign, motion*, means a sign that has revolving parts or signs which produce moving effects through the use of illumination.
10. *Sign, nameplate*, means a sign which states the address of a property, or in the case of a business or industrial property, the name and/or address of the business or industrial occupant. Nameplate signs shall be surface-mounted on the wall of the building of the property.
11. *Sign, portable*, means an unlighted sign not affixed to the ground or building and easily carried or moved.
12. *Sign, real estate*, means a sign offering property (land and/or buildings) for sale, lease or rent and located on the property being offered.
13. *Sign, roof*, means a sign erected upon or above a roof or parapet of a building.
14. *Sign, structure*, means the supports, uprights, braces and framework of the sign.
15. *Sign, temporary*, means any sign, except a banner sign, not exceeding ten square feet placed in such a manner as not to be solidly affixed to any building, structure or land and advertising an event such as a bazaar, special sale, sporting event, or similar situation;in no event, however, shall such sign be placed on any lot or parcel of land for a period to exceed 30 days out of any 12-month period.
16. Sign, wall, means a sign attached to or erected against the wall of a building with the exposed face of the sign parallel to such wall.
17. *Sign, warning*, means a sign which warns the public of a danger or hazard in the immediate vicinity and is obviously not intended for advertising purposes.

C. *Permit required.* Except as otherwise provided in this article, no sign shall be erected, constructed, altered, rebuilt or relocated until a Conditional Use Permit or Administrative Permit or sign permit for the sign has

[1] **Cross reference(s)**--Street signs, § 12-1430; signs in heritage preservation areas, § 12-1717.

been issued according to the chart in Section 12-212. However, no permit will be required under this section for the following signs:

1. Real estate sale signs nine square feet or less.
2. Political signs.
3. Warning signs which do not exceed five square feet in area.
4. Public notices defined as notices placed or authorized by the City which are located on private property with permission of the landowner, or on public property or right-of-way.
5. Nameplate signs two square feet in area or less.

D. *Exceptions.*

1. The regulations contained in this section do not apply to signs attached by adhesive or otherwise attached to or visible through windows and glass portions of doors.
2. On-premise signs for churches or other places of worship shall be permitted by Conditional Use Permit. The total surface area of all on-premise signs for churches or other places of worship shall not exceed 100 square feet. The top of the signs including supporting structure shall not exceed 14 feet above the average grade. The width of the signs shall not exceed 16 feet. The maximum surface area for any sign shall not exceed 0.1 (1/10) square feet per foot of road frontage. Said signs may be illuminated as restricted in Section 12-210.

E. *General prohibitions.*

1. No sign shall be allowed that prevents ingress or egress from any door, window or fire escape; that tends to accumulate debris as a fire hazard; or that is attached to a standpipe or fire escape or in any other way constitutes a hazard to health, safety, or general welfare of the public.
2. Signs shall not be painted directly on the outside wall of a building. Signs shall not be placed or mounted on a fence, tree, stone or other natural growth nor on any utility pole or structure.
3. Roof signs are prohibited in all zoning districts.
4. Signs on benches, newsstands, car stands, bus stop shelters and similar places shall be prohibited.
5. No sign shall contain any indecent or offensive picture or written matter.

F. Regulations by zoning districts.

1. *Required signs.* In all zoning districts one nameplate sign shall be required per building, except accessory structures and residential buildings which shall be required only to display the street address or property number.
2. *Signs by Conditional Use Permit.* Where a use is permitted in a zoning district by Conditional Use Permit, the sign for that use shall require a Conditional Use Permit unless the sign is otherwise provided for in this article.
3. *"A","AP" and "MS" zoning districts.* No sign shall be permitted in an A, AP or MS zoning district except the following signs if authorized by a permit or as provided in this article:[2]

   a. Banner, business, nameplate, political, portable, real estate sales, religious organization, temporary, wall, and warning signs are allowed.
   b. No sign shall be so constructed as to have more than two surfaces.
   c. One of each of the permitted type signs, except temporary signs where two will be permitted and political signs where one for each candidate, will be permitted per lot frontage.
   d. The size of sign may be no more than a total of 32 square feet, with an eight foot maximum for any dimension except as otherwise provided in Section 12-210.
   e. The top of the sign and supporting structure shall not exceed ten feet above grade except as otherwise provided in Section 12-210 (D)(2).
   f. Any sign over two square feet shall be setback at least ten feet from any lot line or right-of-way.

4. *"RR" zoning district*[3].

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[2] Ord 1997-19, 4/20/99

a. Gateway, Nameplate, political, portable, real estate sales, religious organization, temporary, wall, and warning signs are allowed.
b. No sign shall be so constructed as to have more than two surfaces.
c. The number of each type of sign allowed per lot frontage is one of each of the permitted type signs, except temporary signs where two will be permitted and political signs where one for each candidate will be permitted.
d. The size of signs may be not more than a total of 16 square feet with a four-foot maximum for any dimension except as otherwise provided in this section. The total surface area for all signs shall not exceed 32 square feet per lot except as otherwise provided in Section 12-210.
e. The top of the display shall not exceed eight feet above grade except as otherwise provided in Section 12-210 (D)(2).
f. The number and size of a gateway sign is exempted from this section of the code and is instead regulation in Section 12-210(S).
g. All signs shall be setback at least ten feet from any lot line or right-of-way.

5. *"VHS-R" and "VHS-C" zoning districts.*

a. The types of signs allowed are: Banner (VHS-C only), business (VHS-C only), illuminated (VHS-C only), nameplate, political, portable, real estate sales, religious organization, temporary, wall, and warning. All applications for a sign permit shall be reviewed by the village historic site committee.
b. The number of each type of sign allowed per lot frontage, is one real estate sales sign, two temporary signs, one nameplate sign, one political sign for each candidate, and one business sign or one sign for a church or other place of worship.
c. The size of signs permitted is as follows:

i. Each real estate sales sign, temporary sign and political sign shall not exceed 16 square feet in area.
ii. Total area of permanent business and nameplate signs shall not exceed six square feet.
iii. In addition to the total sign area of six square feet, one eight-inch by ten-inch sign may be posted on the outside of the principal structure.
iv. The total surface area of all on-premise signs for churches or other places of worship shall not exceed 100 square feet. The top of the signs and supporting structures shall not exceed 14 feet above the average grade. The width of the signs shall not exceed 16 feet. The maximum square feet for any sign shall not exceed 0.1 (1/10) square feet per foot of frontage.

d. The top of the sign shall not exceed 15 feet above the average grade.
e. In no case shall any part of a sign be closer than two feet to a vertical line drawn at the property line.

6. *"I" zoning districts.*

a. The type of signs allowed are: Advertising, banner, business, illuminated, nameplate, political, portable, real estate sales, religious organization, temporary, wall, and warning.
b. The number of each type of sign allowed per lot frontage is one of each of the permitted type signs, except temporary where two will be permitted and political where one for each candidate will be permitted.
c. No business sign shall exceed 100 square feet in area or face a residential zoning district. No other sign shall exceed 35 square feet in area, except an advertising sign.
d. The top of the sign shall not exceed 20 feet above the average grade.
e. Any sign over ten square feet, with the exception of an advertising sign shall be set back at least ten feet from any lot line or right-of-way. All signs shall be set back at least 50 feet from any residential or agricultural zoning district.

G. *Traffic signs.*

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[3] Ordinance 09-2006, 9/13/2006

1. No sign may be erected that, by reason of position, shape, movement, color or any other characteristic, interferes with the proper functioning of a traffic sign or signal or otherwise constitutes a traffic hazard; nor shall signs be permitted which would otherwise interfere with traffic control.
2. No sign will be permitted which by reason of advertising content, location, shape, or overall impression may be expected to be confused with, obscure or interfere with any official traffic sign or device or otherwise serve as a traffic hazard.
3. Private traffic circulation sign and traffic warning signs in alleys, parking lots or in other hazardous situations may be allowed on private property, provided that such signs do not exceed three square feet and are used exclusively for traffic control purposes.

H. *Private signs*. Private signs, other than public utility warning signs, are prohibited within the public right-of-way of any street or way or other public right-of-way.

I. *Electrical signs*. No electrically illuminated sign shall be permitted in a residential or agricultural zoning district except as otherwise provided in Section 12-210 (d)(2).

1. Illuminated signs may be permitted, but flashing signs, except ones giving time, date, temperature, weather or similar public service information, shall be prohibited. Signs giving off intermittent, rotating or direction lights are prohibited.
2. Illuminated signs shall be diffused or indirect so as not to direct rays of light into adjacent property or onto any public street or way. No illuminated signs or their support structures shall be located closer than 25 feet to the roadway surface or closer than ten feet to a street right-of-way line or property line, notwithstanding more restrictive portions of this section.

J. *Political signs.* Political signs are allowed in any zoning district, on private property, with the consent of the owner of the property. Such signs must be removed within seven days following the date of the election or elections to which they apply.

K. *Real estate signs.*

1. Real estate sales signs may be placed in any yard providing such signs are not closer than ten feet to any property line.
2. Real estate development project sales signs may be erected for the purpose of selling or promoting a single family residential project of ten or more dwelling units provided:

   a. Such signs shall not exceed 32 square feet in area and shall require an Administrative Permit;
   b. Only one such sign shall be erected on each road frontage with a maximum of three signs per project;
   c. Such signs shall be removed when the project is 80 percent completed or within six months or when sold or leased, whichever comes first; and
   d. Such signs shall not be located closer than 100 feet to any existing residence.

L. *Construction signs*. Construction signs not exceeding 32 square feet in area shall be allowed in all zoning districts during construction. Such signs shall be removed when the project is substantially completed.

M. *Advertising signs.*

1. No advertising sign may face a residential district.
2. There shall be no more than one advertising display on the face of the sign. The sign may not be multi-faced.
3. Any advertising sign is limited to one side and the advertising area on that one side is not to exceed 160 square feet.
4. The sign structure, including border, trim and apron, is not to exceed 20 feet overall height. The bottom of the sign is to be no more than eight feet from the ground.

5. The sign area is not to exceed eight feet by 20 feet. The structure, including the border, trim and apron is not to exceed 10 ½ feet by 22 feet.
6. Any off-site advertising sign is to be a minimum of 3,000 feet from any other advertising business or nameplate sign.
7. The setback shall be 150 feet from any public road right-of-way, 100 feet from any building, a minimum of 500 feet from the intersection of any public road.

N. *Portable sign*. A portable sign shall only give the name and nature of the business and hours of operation.

1. There will be no more than one portable sign per business.
2. Portable signs shall not be larger than 30 inches by 30 inches of display space on each side with a total height of no more than four feet. The size of a portable sign shall not be included in the total square footage allowed on other permitted signs.
3. A sign permit shall be required for all portable signs. In the VHS district, approval of the VHS committee is also required for portable signs.
4. All portable signs shall be located on the same parcel on which the business is located. The sign shall not be located in the road right-of-way or placed so as to interfere with pedestrian traffic.
5. Portable signs and mobile signs on wheels shall be in place only during the hours the business is open.
6. Inflatable signs are not permitted.
7. Portable signs and mobile signs on wheels must be secured so as to not create a public safety hazard by acts of nature or movement by vandals.

O. *Temporary signs.*

1. Signs for nonprofit organizations, city sponsored events, fairs, etc., are permitted.
2. Signs advertising businesses are prohibited.
3. The maximum size of temporary signs is ten square feet of total advertising area.
4. The sign structure is not to exceed five feet.
5. The setback required for temporary signs in agricultural and rural residential districts is ten feet from property line or right-of-way; in VHS districts, two feet from property line.
6. No more than two temporary signs are allowed per parcel.
7. A temporary sign permit is required.

P. *Banner signs*. Banner signs shall conform to the provisions of this article just as permanently affixed signs.

Q. *Off-premise directional signs for Religious organizations.*

1. Signs for religious organizations are permitted.
2. Signs advertising commercial businesses are prohibited.
3. Each sign shall not exceed 20 inches by 30 inches. Signs shall be erected on a single steel post.
4. The setback required for religious organization signs in agricultural, industrial and rural residential districts, ten feet from property line or right-of-way; in VHS districts, two feet from property line.
5. No more than four signs are allowed per religious organization.
6. A sign permit is required.

R. *Sign design, construction and maintenance.*

1. *Required marking on signs.* After the effective date of the ordinance from which this article was derived, every sign for which a permit is required shall have painted in a conspicuous place thereon in letters not less than one inch in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection therewith.
2. *Projecting signs*. Signs shall in no case project from a building or structure to any point closer than two feet of a line drawn perpendicularly upward from the curb line. No projecting sign shall be less than nine feet above the sidewalk or the ground level. All projecting signs for which a permit is required shall be constructed entirely of fire resistant material.
3. *Ground signs.*

a. No ground sign for which a permit is required shall be erected to a height of more than 12 feet above the ground, unless the face is constructed of sheet metal or other noncombustible facing materials.
b. The bottom of the facing of every ground sign shall be at least three feet above the ground, which space may be filled with landscaping, platform or decorative trim of light wood or metal construction.
c. The soil used for the dug-in type of anchor or post support shall be carefully placed and thoroughly compacted. The anchors and supports shall penetrate to a depth below ground level greater than that of the frost line.

4. *Multi-faced signs.* Multi-faced signs shall not exceed two times the allowed square footage of single faced signs, except for advertising signs which shall be limited to single facing.

5. *Wall signs.* Wall signs attached to exterior walls of solid masonry or concrete shall be safely and securely attached to the same by means of metal anchors, bolts or expansion screws of not less than three-eighths inch in diameter which shall be embedded at least five inches. No wooden blocks or anchorage with wood used in connection with screws or nails shall be considered proper anchorage, except in the case of wall signs attached to buildings with walls of wood. No wall sign shall be entirely supported by an unbraced parapet wall.

6. *Sign maintenance.*
a. The owner of any sign shall be required to have such sign properly painted at least once every two years, if needed, including all parts and supports of the sign, unless such parts or supports are galvanized or otherwise treated to prevent rust or decay.
b. The owner or lessee of any sign, or the owner of the land on which the sign is located shall keep the grass, weeds, or other growth cut and the area free from refuse between the sign and the street and also for a distance of six feet all around such sign.

S. [4]Gateway Signs. The City may consider proposals to construct City gateway signage that serve the purpose of welcoming persons to the City and directing them to various business areas. Approval or denial of such proposals shall be at the discretion of the City Council. The following performance standards shall be adhered to and utilized in the City's consideration of such a proposal:

1. The sign is to be constructed on City and/or County owned property and/or right-of-way and may be owned and maintained by the City and/or County.
2. The sign shall function as a "gateway" feature for the City. The design of the sign must include a visible reference to the City of Afton and exclude a feeling of welcome.
3. The sign shall be a monument sign, which is a type or style of a ground sign that is characterized by a block-type structure, not supported or elevated above ground by poles or braces.
4. The sign area shall not exceed 100 square feet.
5. The sign shall not exceed 12 feet in height.
6. The sign shall be finished in high quality, finish materials.
7. The signage design shall be reviewed and commented on by the Design Review Committee if the sign is located within the VHS District.

T. *Unsafe or dangerous signs.* Any sign which becomes structurally unsafe, in disrepair, abandoned or endangers the safety of a building or premises shall be taken down and removed or structurally improved by the owner, agent, or person having the beneficial use of the building, structure, or land upon which the sign is located within ten days after written notification from the Zoning Administrator.

U. *Obsolete signs.* Any sign for which no permit has been issued shall be taken down and removed by the owner, agent or person having the beneficial use of the building, or land upon which the sign may be found within 30 days after written notice from the Zoning Administrator.[5]

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[4] Ordinance 09-2006, 9/13/2006
[5] Code 1982, § 301.727(A)

Sec. 12-211. Displays.[6]

A. For the purposes of this section, the word "display" means any commodity that is sold or produced by the occupant which is exhibited outside the premises for the purpose of bringing to the attention of others, those items currently for sale within the premises.
B. There shall not be permitted to be part of the display any light, sign, audio advertising, or other device which would otherwise not be permitted under this article.
C. A Conditional Use Permit is required for all displays.
D. No permanent displays will be permitted.
E. No display will be allowed that prevents ingress or egress from any door, window or fire escape; that tends to accumulate debris as a fire hazard; or that is attached to a standpipe, fire escape or in any other way constitutes a hazard to the health, safety, or general welfare of the public.
F. Displays cannot reduce the number of required parking spaces established by the current parking ordinance. Displays cannot be located within the public right-of-way of any street or way or other public right-of-way or placed so as to interfere with pedestrian traffic.
G. Roof displays are not allowed.
H. Displays cannot be located outside a ten-foot radius from the building or structure. In no case shall displays be closer than ten feet from any property line or right-of-way. All displays must be located on the same parcel on which the business is located.
I. No display will be permitted which by reason of content, location, shape or overall impression interfere with or serve as a traffic hazard or disturbance to surrounding properties.
J. The top of the display shall not exceed 15 feet above the average grade.
K. Exceptions may be granted to permit displays for preexisting nonconforming uses if it is determined that no intensification or expansion of the nonconforming use would occur if the permit were granted.

Sec. 12-212. Permit chart.[7]

Zoning District	***MS, A or AP***	***RR***	***VHS-R or VHS-C***	***I***
Advertising sign	N	N	N	CUP
Banner sign	SP	N	**	SP
Business sign	CUP	N	CUP (in VHS-R) P (in VHS-C)	P
Churches and other places of worship on-premise signs	CUP	CUP	CUP	
Displays	N	N	***	N
Flashing sign	N	N	N	N
Gateway Sign	CC	CC	CC	CC
Illuminated sign	N	N	CUP	P
Motion sign	N	N	N	N
Nameplate sign	P	P	*	P
Political sign	P	P	P	P
Zoning District	***MS, A or AP***	***RR***	***VHS-R or VHS-C***	***I***
Portable sign	SP	SP	SP	SP
Real estate sales sign	P	P	P	P

[6] Code 1982, § 301.727(B)
[7] Ord 1997-19, 4/20/99, MS added, Code 1982, § 301.728(C), Ord 1997-19, 4/20/99, MS added, Ord. 97-40, 6/12/01; For further details see Section 12-210(f)(3), (4), (5) and (6)

Real estate sales sign (over nine square feet in area)	P	P	P	P
Religious organization signs, Off-premise directional signs	SP	SP	SP	SP
Roof sign	N	N	N	N
Temporary sign	SP	SP	SP	SP
Wall sign	P	P	SP	SP
Warning sign	P	P	P	P

KEY: SP = Sign permit (Issued by Zoning Administrator)
P = Permitted use
CUP = Conditional use permit (Issued by Zoning Administrator)
CC = Requires City Council review and approval
N = Not allowed
* = Sign permit required for VHS-Commercial, not permitted for VHS-Residential
*** = Conditional Use Permit for VHS-C, (See exceptions in Section 12-211(K)), not permitted for VHS-R