



Planning & Neighborhood Services
 500 Center Avenue, 4th Floor
 Moorhead, MN 56561
 Phone: 218-299-5370
 Fax: 218-299-5399
 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**

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	CITY APPROVAL: _____ DATE: _____
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PERMIT INSTRUCTIONS	ZONING & DURATION: Portable and temporary sign permits shall be limited to a period not to exceed days specified in the table below at a time at a specified location and upon expiration shall not be renewed for at least fourteen (14) days. The total number of days in a calendar year that a portable sign may be at the specified location is specified in the table below.																																	
	<table border="1"> <thead> <tr> <th></th> <th>MU-1</th> <th>MU-2</th> <th>MU-3</th> <th>NC</th> <th>CC</th> <th>RC</th> <th>P</th> <th>INS</th> <th>LI</th> <th>HI</th> </tr> </thead> <tbody> <tr> <td>7 days up; 28 total days per year</td> <td align="center">X</td> <td align="center">X</td> <td></td> <td align="center">X</td> <td></td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>14 days up; 56 total days per year</td> <td></td> <td></td> <td align="center">X</td> <td></td> <td align="center">X</td> <td align="center">X</td> <td></td> <td align="center">X</td> <td align="center">X</td> <td align="center">X</td> </tr> </tbody> </table>		MU-1	MU-2	MU-3	NC	CC	RC	P	INS	LI	HI	7 days up; 28 total days per year	X	X		X			X				14 days up; 56 total days per year			X		X	X		X	X	X
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	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.																																	
	All sign regulations may be found at: http://www.cityofmoorhead.com/government/laws/city-code (Title 10 Chapter 22)																																	