

Temporary Sign Permit Application Process



All temporary signs must receive a Temporary Sign Permit prior to installation. The following items are required as part of the permit application:

- The number of days and dates the sign is to be displayed
- Dimensions of the sign – both area and maximum height
- Site plan identifying sign location (must be in an approved location)
- Paid fee and deposit*

*Deposits will be forfeited if the temporary sign is placed on an unapproved surface and/or displayed past the approved removal date.



City of Elk River Temporary & Prohibited Signs

Why does the city have a sign ordinance?

The purpose of the sign ordinance is to provide standards to support economic vitality and maintain community aesthetics and ensure consistent signage through the coordination of type, placement, and size of signs within different zoning districts.



Permit and Contact Information

Permits can be picked up at City Hall:

13065 Orono Parkway
Elk River, MN 55330
ElkRiverMN.gov

or found on the city's website:

www.ElkRiverMN.gov
Go to "How Do I", then "Apply For",
then "Permits and Licensing"

Please direct questions to:



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Planning Manager
763.635.1035
zcarlton@ElkRiverMN.gov



BrieAnna Simon
Planner
763.635.1034
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Sign Standards

All sign standards can be found in Sections 30-851 to 30-881 of the Elk River City Code. The City Code can be found online at www.ElkRiverMN.gov. Go to “How Do I”, then “View”, then “City Code”.

Temporary Signs

Temporary signs, including but not limited to, banners, A-frame, or trailer signs are permitted provided that a Temporary Sign Permit is obtained and the following conditions are met:

- One temporary sign per property
- Displayed up to 90 days per calendar year, per property
- Maximum permit length of 30 consecutive days per permit
- Maximum sign area of 56 square feet
- Maximum sign height of 9 feet
- All lettering and images contained within the sign edges
- Located on the property of the business which it is advertising, except non-profit organizations (see next page)
- Located 10 feet from any right-of-way
- Located outside of any fire or circulation drive lanes
- Located outside of landscaped or lawn areas
- Placed on an approved surface, including asphalt, concrete, and class 5, or attached to a wall
- Anchored securely



Prohibited Signs

The following signs are prohibited per Section 30-859 of the city code:

- Abandoned signs which no longer identify or advertise a bona fide business, service, product, or activity
- Off-premises signs (i.e., billboards or those signs advertising a business not located on same premises)
- Signs imitating or resembling official government signs or signals
- Signs attached to trees, utility poles, public benches, streetlights, or placed on any public property or public right-of-way
- Signs placed on vehicles or trailers
- Signs suspended beneath a canopy, overhang, roof, or marquee without a minimum clearance
- Any roof sign or sign erected above the roofline of a building
- Any sign within the vision clearance triangle
- Rotating or moving signs
- Unsafe or dangerous signs
- Painted wall signs
- Signs utilizing flashing and/or revolving beacon lights



Signs for Non-Profit Organizations

Non-profit and charitable organizations may display temporary signs in accordance with the following conditions:

- Must have approved permit
- Up to 3 signs per event
- May display off site with the property owner's permission
- Limited to 30 days per permit or 90 days per calendar year.