
APPLICATION INSTRUCTIONS

Sign permits shall not be required for the following:

1. Name and address – up to two (2) signs indicating address, number and/or name of occupants of the premises, that do not exceed ten (10) sq. ft. in area per side, and do not include any commercial advertising or other identification.
2. Decals – decals affixed to windows/door glass panels indicating membership in a business group or identifying credit cards accepted at the establishment.
3. Flags, emblems and insignia of government agencies, religious, charitable, public or non-profit organizations – subject to the following requirements:
 - No single flag shall exceed forty (40) sq. ft. in area.
 - If the total area of all flags exceeds seventy-two (72) sq. ft., the excess area shall be included in the on-premises, free-standing sign area calculations for the parcel.
 - Flag poles shall not exceed forty (40) ft. in height.
 - Wall-mounted flags, emblems, insignias or logos shall be limited to one per parcel and shall not exceed forty (40) sq. ft. in area.
4. Handicapped parking space – signs not exceeding two (2) sq. ft. in areas reserving parking for handicapped individuals.
5. Private Drive signs – limited to one (1) per driveway entrance, not exceeding two (2) sq. ft. in area, with language limited to the words “private drive” and the addresses of any residences using the private drive.
6. Public signs - signs erected by government agencies or utilities, including traffic, utility, safety, railroad crossing and identification signs for public facilities and any signs erected by the Township.
7. Security and Warning signs – on-premises signs such as “no trespassing”, “no hunting” and “no soliciting” that do not exceed one (1) sign not exceeding two (2) sq. ft. in area in residential areas and one (1) sign not exceeding five (5) sq. ft. in area in commercial and industrial areas.
8. Temporary Real Estate signs – limited to one (1) per property not exceeding six (6) sq. ft. in area in residential areas, and thirty-two (32) sq. ft. in all other zones. Signs shall be removed within thirty (30) days of settlement or lease of the property.
9. Garage/Yard Sale signs – One (1) sign not exceeding four (4) sq. ft. in area is permitted and can be erected no more than four (4) days prior to the event. Signs shall be removed one (1) day after the close of the garage/yard sale.

Sign Regulations:

1. Setbacks – signs shall be set back a minimum of fifteen (15) ft. from the road right-of-way.
2. All signs shall be securely attached to the ground.
3. Only official identification or directional control signs shall be allowed within the public right-of-way.

4. No advertising sign shall be erected, constructed, altered, rebuilt or relocated without a permit.
5. A Conditional Use Permit (CUP) is required for on-site advertising signs with accumulative area larger than fifty (50) sq. ft.; signs illuminated by flashing, intermittent rotating or moving light; or off-site advertising signs.
6. Total square footage of all advertising signs on a single lot shall not exceed two hundred (200) sq. ft.
7. Unpainted signs, broken signs and signs on vacated buildings shall be removed from the premises on order of the Town Board.
8. Symbolic signs, such as a barber pole, that are traditional in nature and size shall be permitted.
9. Small identifying signs under canopies or on retractable awnings shall be permitted.
10. Announcement signs – signs for the following purposes not exceeding ten (10) sq. ft. in area and placed twenty (20) ft. from the front lot line shall be permitted in all districts:
 - A sign advertising only the sale, rental or lease of the building or premises on which it is maintained.
 - An announcement sign or bulletin board for the use of a public, charitable or religious institution occupying the premises.
 - An advertising sign in connection with a lawfully maintained non-conforming use.
 - Political signs.
11. Lighting – signs may be illuminated by fixed light or lights as a Conditional Use. In all districts, any lighting used to illuminate a lot or structure (including signs) thereon shall be arranged so as to deflect light away from adjacent lots and streets. The source of light shall be hooded or shielded so as to prevent beams or rays of light from being directed on any portion of adjoining properties or streets.

Documents Required for a Complete Application of Signs up to 50 sq. ft.:

- Completed Building Application form.
- Application fee as set forth in Ordinance 7.
- Proof of ownership. Parcel ID will be verified by the Town Clerk; conflicts must be resolved with a proper deed.
- Two (2) copies of a site plan showing the location of the proposed sign on the property and setbacks.
- Watershed permit or letter of exemption if located in the Dakota County Shoreland Zoning District or the Vermillion River Watershed District.

Documents Required for a Complete Application of Signs over 50 sq. ft.:

- Completed Building Application form.
- Completed Land Use & Zoning Request form.
- Application fee and escrows as set forth in Ordinance 7.
- Proof of ownership. Parcel ID will be verified by the Town Clerk; conflicts must be resolved with a proper deed.
- Two (2) copies of a site plan showing the location of the proposed sign on the property and setbacks.
- Watershed permit or letter of exemption if located in the Dakota County Shoreland Zoning District or the Vermillion River Watershed District.