



CITY OF HAM LAKE

SIGN INSTALLATION REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

Phone (763) 235-1691 Fax (763) 235-1697

DATE OF APPLICATION _____

INSTALLER/APPLICANT _____

CURRENT CONTRACTORS LICENSE MUST BE ON FILE WITH THE CITY

	STREET ADDRESS	CITY	STATE	ZIP
PHONE	_____	CELL PHONE	_____	FAX
	_____		_____	_____

SIGN INSTALLATION INFORMATION

BUSINESS NAME _____

ADDRESS OF INSTALLATION: _____

MATERIAL TYPE _____

SIZE (max 100 sq. ft.) _____

HEIGHT (max 25 ft.) _____

LIGHTING INTERIOR _____ **EXTERIOR** _____

OTHER (EXPLAIN) _____

LETTER SIZE (maximum 36") _____

LOCATION (attach site plan) _____

LIST EXISTING SIGNS (including size) LOCATED ON PROPERTY (max 300 sq. ft.)

IF SIGN IS MOUNTED ON A BUILDING SUBMIT A SUPER IMPOSED DRAWING OF THE BUILDING WITH THE SIGN LOCATED ON THE BUILDING – INCLUDE DIMENSIONS OF THE BUILDING AND SIGN. IF SIGN IS FREESTANDING, A DETAILED SITE PLAN SHOWING MEASUREMENTS AND LOCATION IS REQUIRED.

Signature of Applicant

Date

**IF THIS APPLICATION AND INFORMATION REQUIRED ARE INCOMPLETE,
THIS REQUEST WILL NOT BE CONSIDERED.**

**CITY OF HAM LAKE
ACKNOWLEDGMENT OF RESPONSIBILITY
TO REIMBURSE EXPENSES**

The undersigned, _____, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

acknowledges that the sum of \$ _____, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not known to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this requires, and further acknowledges that in the event that the undersigned fails to promptly remit any amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned.

Signature _____

Dated _____

CITY OF HAM LAKE
NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS,
LICENSES, OR OTHER MUNICIPAL ACTION

1. ***If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.***

2. ***The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.***

3. ***The information you supply will be public and available to any entity requesting to inspect the information.***

**DATA PRACTICES ADVISORY
TENNESSEN WARNING
REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04**

BY _____
signature

COMPANY/TITLE: _____

CITY OF HAM LAKE

11-300 GENERAL PROVISIONS APPLICABLE TO ALL SIGNS AND DEFINITION A “sign” shall mean any device designed to attract attention to a particular object or activity.

Substitution Clause: In the body of the following article, references may be made to specific messages that may appear on a particular sign, Notwithstanding such references, nothing in this code shall be deemed to limit the message that may appear on any sign described in this code, and any message may be substituted for any specific content characterized below, so long as the size, number of signs and other required physical characteristics of the sign are compliant with this code. The use of specific content references is intended only to serve as an example of what types of content typically appear on various signs, but does not limit content to those examples.

11-310 Regulations Common to all Signs

11-310.1 Locations No sign shall be permitted within ten (10) feet any public right-of-way, or in any location which interferes with sight lines for motorists or pedestrians in a manner which could be inimical to public safety. No sign shall be permitted upon any public or private utility easement unless the benefited party under such easement has granted written consent for the sign.

11-310.2 Permits Required Except as exempted under Article 11-350, no sign shall be erected unless a permit shall have first been obtained from the City. The City’s building official shall issue permits for all signs, except that any sign proposed to be located in any commercial or industrial district may, if referred by the building official, be reviewed by the Planning Commission and the City Council. Sign review shall be limited to commentary on sign aesthetics, and no regulation of sign content shall be permitted or attempted. The building official may also, in his or her discretion, refer any other application for a sign permit for Planning Commission review and City Council action. If a sign for which a permit is obtained is not properly completed within one year after the date of the permit, the permit shall be deemed expired.

11-310.3 Maintenance The party to whom a sign permit is issued shall be responsible to maintain the sign at all times, both in terms of structural integrity and physical appearance. Maintenance shall include, without limitation, the avoidance of faded coloring, cracked or peeling paint, visible rust, broken fixtures, cracked or broken masonry, malfunctioning or non-functioning electrical components, untrimmed, dead or dying landscape vegetation, or unrepaired vandalism. The failure of a permittee to correct an improperly maintained sign within thirty days of written notice from the City shall be grounds for the City to revoke the sign permit.

11-320 Standards in Commercially Zoned Districts

The following standards shall be followed for all signs located in areas zoned CD-1, CD-2, CD-3, CD-4, I-P, I-1, or GF.

11-320.1 Construction Except as specifically excluded by this code, all signs shall be constructed in conformance with standards prescribed by the Uniform Building Code and by the 1991 edition of the Uniform Sign Code. These standards include, without limitation, structural requirements, specifications for materials, seismic and wind loads, glass and plastic usage and specifications, electrical wiring specifications and other requirements.

11-320.2 Height of Freestanding Signs No portion of any freestanding sign shall exceed twenty-five feet in height, as measured from the highest elevation of ground level beneath the sign footprint. Berms or hills created to artificially increase the natural or normal elevation of ground level beneath the sign shall be disregarded in computing sign height.

11-320.3 Height of Signs Affixed to Buildings No portion of any sign which is affixed to a building (including a sign placed upon an awning) shall exceed the parapet height of the building, or, if there be no parapet, then the eaves of the building.

11-320.4 Configuration of Lettering No lettering on any sign shall exceed thirty-six inches in height. All lettering shall be in aesthetic proportions to the sign perimeter or surrounding structures. Except where necessary to display a logo or trademark, lettering shall be uniform in style for each sign or common sets of signs.

11-320.5 Moving Parts Except for changeable copy lettering and electronic readerboard images, no sign shall contain moving parts designed to attract attention to the sign. Moving parts, such as access panels, which are a component of the functional aspects of the sign are permissible.

11-320.6 Maximum Size

a) No sign shall be permitted which contains more than one Hundred (100) square feet, or 200 square feet if two-sided. Where more than one sign or element of signage is proposed for a given real estate parcel of record, the aggregate square footage of all signage on the parcel shall not exceed three hundred (300) square feet. The area of a sign shall be computed using the outside perimeter which reasonably borders or encompasses the sign content, including all lettering or imagery.

b) If a building contains multiple tenants, each tenant may be allotted a pro-rata share of the permitted square footage allowed on that parcel for a freestanding sign or signs, as determined by the sign owner. In addition to signage on a freestanding sign, individual tenants of a multi-tenant building may have signage affixed to the front of their occupied space building that is of a size of up to 10% of the square footage of the front of the occupied space, but not to exceed 100 square feet. The front of the occupied space shall be considered to be the area on the side of the building containing the main entrance to the tenant space that is obtained by multiplying the building height times the width of the actual space occupied by the tenant.

c) Notwithstanding the foregoing, if a commercial building has a corner consisting as two wall surfaces each facing a separate public road, then in addition to the wall signage allowed on the main entrance side, a total of 100 square feet of wall signage may be permitted on the side that does not contain the main entrance, to be allocated by the landlord among the tenants. The "main entrance side" shall be the wall surface that contains the greater number of tenant entrances.

(d) If a commercial building with a single tenant has a corner consisting as two wall surfaces each facing a separate public road then in addition to the allowed 300 square feet, an additional 100 square feet of total signage will be allowed.

11-320.7 General Sign Aesthetics All sign owners shall be encouraged to construct signs in which signage intensity, color schemes, images, dimensions and construction materials are generally compatible with buildings, nearby land usages, and reflect a reasonable balance between aesthetics and the need to provide advertisement of a particular subject or object.

Any sign constructed of materials blended with the ground surface, such as a monument sign, shall be accompanied by complementary landscaping.

11-320.8 Illumination No illumination shall be permitted in connection with any sign which creates any danger to public safety, or which casts light or images which interfere with the quiet enjoyment of adjacent or nearby residential property.

11-320.9 Affixed Building Signs Affixed Building Signs are letters that are either directly affixed or attached to a track on one or more walls of the building from which the business operates. Such letters may not be painted on the wall, but must be constructed of a durable and color-fast material, and constructed in manner where individual letters are affixed to the wall by usage of glue, fasteners, or a combination thereof. Letters of such signs may be up to thirty-six inches in height. The area of such a sign shall be computed by drawing an imaginary line around the perimeter of the lettering, which line shall be located six inches above the highest elevation of any letter; six inches beneath the lowest elevation of any letter; and six inches on either side of the letters furthest to the left and right as one faces the sign. The area of this rectangle shall be deemed to be the area of the Affixed Building Sign, and shall count against the maximum sign areas noted in Article 11-320.6 (a, b, or c). Lettering may not protrude above the roof or parapet of any building, nor may lettering protruded beyond the corner of a building.

11-320.10 Temporary Signs The Zoning Official may issue permits for temporary signs in any commercially zoned district, such as portable signs, provided that the temporary signs are used for no more than thirty (30) consecutive days, and on no more than three (3) occasions per year per business.

11-320.11 Special Events The Zoning Official may issue permits for temporary signs designed for usage in connection with special events, such as holidays, initial business grand openings, or civic events. Such temporary signs may include inflatable devices, pennants, hand-painted banners, searchlights, streamers or the like. No such temporary sign shall be in use for more than thirty (30) days in the case of civic events, or more than seven (7) days for all other events. City sponsored civic events are exempt from this provision.

11-320.12 Construction Signs The building official may issue permits for temporary construction signs. Such signs shall not exceed thirty-two (32) square feet, and shall be limited to one sign facing each road which abuts the lot upon which construction is taking place. Such temporary signs may remain in place for up to one year.

11-330 Standards in R-A Zoning Districts

The standards for signs in the R-A Zoning District shall be identical to those found in Article 11-320, except that no sign shall exceed fifty (50) square feet in area, and no sign shall exceed fifteen (15) feet in height.

11-340 Standards in Specific Residential Districts

No signs shall be permitted in any area zoned R-1, R-M, R-AH, PUD, RS-1 or RS-2 except for temporary signs that are no greater than six square feet in size, except that Neighborhood Monument Signs as defined in Article 11-350.4 of this code may be up to 40 square feet in size, as measured on the perimeter of the border of the message displayed (excluding structural components of the sign). Only one sign may be placed on a residential lot, except that if it is a corner lot with two road frontages, one sign may be permitted facing each road. Such signs may be in place for no more time

than is necessary to accomplish the intended purpose of the sign. A single “monument” or other sign erected by a neighborhood association or land developer may be placed on private property at any road entrance to the neighborhood, provided that the sign is maintained by the property owner on whose parcel the sign is placed.

11-350 Exempt or Partially Exempt Signs The following categories of signs shall be permitted in accordance with the standards or requirements noted below.

11-350.1 Small Signs No permit or regulation shall be required for signs of less than two (2) square feet, provided that the attaching of such signs to utility poles or otherwise within public right of way without the written permission of the easement or fee owner shall be prohibited.

11-350.2 No Permit or Regulations Not Applicable The following items shall not require permits and shall not otherwise be considered “signs” or “signage” for the purposes of code regulation:

- a) Signs or lettering affixed to the inside of a window, comprising not more than 30% of the window area;
- b) On-premise signs affixed to a building and comprising less than four (4) square feet;
- c) Signs located entirely within the interior of a building;
- d) Signs erected by or at the direction of any governmental authority, or which are required by law to exist, such as warning beacons or devices.
- e) Signs for which regulation has been preempted by State Law, such as Minnesota Statutes Chapter 211B.045 (election year signage).

11-350.3 Temporary Neighborhood Signs Signs meeting the criteria of Article 11-340 shall not require permits.

11-350.4 Neighborhood Monument Signs A “Neighborhood Monument Sign” is a sign that is erected by a residential subdivision developer or owner’s association at the time of marketing and construction of the subdivision. Neighborhood Monument Signs shall be constructed of materials requiring little or no ongoing maintenance, such as masonry. No portion of any Neighborhood Monument Sign shall be located closer than ten feet from any road right-of-way. No Neighborhood Monument Sign shall be permitted unless, as a part of the development agreement for the subdivision, a reasonable system for ongoing maintenance of the sign is provided, at no cost or expense to the City. Further, the development agreement shall provide that if the sign is not properly maintained, the City may, upon reasonable notice to the residents of the neighborhood, come upon the property upon which the sign sits and remove the signage.

11-360 Administration and Miscellaneous Provisions

11-360.1 Non-Conforming Signs Existing signs which do not conform to the provisions of this code, meaning signs which were legally in existence as of the effective date of this Article 11-300 et seq., shall be recognized as legal usages unless the sign is abandoned, meaning that the sign is destroyed or rendered incapable of conveying its message, and such state continues uncorrected for twelve consecutive months.

11-360.2 Permit Procedures

a) Permit Application

Applications for permits shall be reviewed by the building official. Application for permits shall be made upon forms provided by the City and shall state or have attached thereto the following information, if required by the building official.

- i) The names, addresses, and telephone numbers of the applicant, the owner of the parcel on which the sign is to be erected or affixed, the owner of the sign, and the person to be erecting or affixing the sign.
- ii) Type of sign.
- iii) Type of construction materials to be used.
- iv) Location of building, structure or parcel to which, or upon which, the sign is to be attached or erected.
- v) Position of the sign or other advertising structures in relation to the nearest buildings, structures, public streets, right-of-ways and property lines, along with location and square footage areas for all existing signs on the same premises. The drawing showing such position shall be prepared "to scale";
- vi) If illuminated, method of illumination shall be outlined in accordance with illumination standards.
- vii) Blueprint or ink drawing of the plans and specifications, and method of construction or attachment to the building or in the ground, including all dimensions, footings, locating all light sources, wattage, type and color of lights and details of any light shields or shades.
- viii) Copy of stress sheets and calculations, showing the structure is designated for dead load and wind velocity in the amount required by this and all other ordinances of the City.
- ix) Site plan and landscaping plan.

b) Permit Fees Permit fees shall be established from time to time by ordinance adopted by the City Council.

11-360.3 Severability Article 11-300 shall be deemed in all respects severable, such that if any portion of this article shall be found unenforceable, such a finding shall affect only that portion, and shall not invalidate the entire Article.

The Ham Lake City Code is available on the City's website at www.ci.ham-lake.mn.us

UPDATED 3/2015