



SIGN INFORMATION SHEET

Department of Building Safety

The City of Vadnais Heights

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Submittal Requirements:

All applications require two (2) sets of drawings, which shall include method of illumination.

Freestanding Sign – A sign whose base is embedded into the ground and not attached to a building (monument, pylon). Plans must include colored elevations, dimensions of sign, footing and foundation details, setbacks, and engineering drawings and specifications if applicable.

Fee: Based on the valuation of the project.

Wall Sign – A sign which is affixed to a wall of any building. Plans must include a wall elevation depicting the dimension of the building wall, proposed location of the sign on the wall, the sign dimensions, distance sign protrudes from wall, and distance from sign to ground level.

Fee: \$65.00 Additional fees may apply dependent on the number of signs under review.

Replacement Sign – A face replacement sign is a sign that replaces a pre-existing freestanding sign. Plans to include the sign dimensions and an elevation illustrating the proposed sign on the pre-existing freestanding sign.

Fee: \$65.00

Temporary Sign – A sign which is erected or displayed for a limited period of time (Banner, portable bulletin sign). Temporary signs may be displayed consecutively for a 30-day period, or two 15 day periods. No plans are required for a temporary sign.

Fee: \$50.00 and a \$50.00 refundable deposit.

Portable Bulletin Signs

- Maximum area per sign face is 40 square feet.
- Must be located on-site on private property and set back at least 10 feet from the curb line or edge of the paved roadway, whichever is greater.

Banners (for events such as grand openings or special sales)

- Must be firmly attached to the wall surface of the business
- May cover no more than 5 percent of the wall surface area of any face of the building.
- Must be made of durable material.
- Must not interfere with the safe operation of the building or the site.

Other Portable Signs

- Must be located on-site on private property and set back at least 10 feet from the curb line or edge of the paved roadway, whichever is greater.
- Must not be placed on utility poles or public traffic signs.

NOT ALLOWED:

- Inflatable signs, illuminated flashing, moving or swinging, or illuminated revolving beacons, zip flashers or similar devices, pennants, balloons, feather flag or snipe signs.
- Temporary signs cannot be attached to a public sign.