



500 Center Avenue, 4th Floor
Moorhead, MN 56561
Phone: 218-299-5370
Fax: 218-299-5399
TTD/Relay 711

Date Received: _____
Fee Paid: _____
Permit #: _____
Placement Date: _____
Removal Date: _____

PORTABLE SIGN PERMIT

APPLICATION REQUIREMENTS:

____ **Permit fee of \$15.00**

COMPLETED BY APPLICANT

SIGN OWNER: _____ PHONE: _____ FAX: _____

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: _____

LICENSE REQUIRED: Any person, firm or entity displaying a Portable Sign within the City of Moorhead must first obtain a City license for such purpose. A license for the owner of the sign shall be approved by the City Council and terminate on December 31st of the permitting year. **The fee for an annual license is \$100.**

PERMIT INSTRUCTIONS

Portable signs in Commercial (CC and RC), Institutional (INS) and Industrial (LI and HI) zoning districts are subject to the following (see Chapter 22 of the Moorhead Zoning Ordinance for complete standards):

SIZE: The maximum size of a portable sign is 60 square feet in area and 8 feet in overall height.

LOCATION: Portable 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 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.

DURATION: A portable sign permit is granted for a period of up to 14 continuous days, with vehicles and equipment that display signage granted for a period of up to consecutive 3 days. Once the permit expires, it must be at least 14 days before another permit may be granted at that location for a maximum of 56 days per year. The total number of days in a calendar year that a portable sign may be on a site is 56 days. For multi-tenant sites, a portable sign permit may be granted for each business under the limitations of Chapter 22.

All sign regulations may be found at: http://www.cityofmoorhead.com/city_hall/code.asp (Title 10 Chapter 22)