

**Site Information**

Business or Tenant Name:	Application Date:
Applicant is: <input type="checkbox"/> Business Owner <input type="checkbox"/> Installer <input type="checkbox"/> Property Owner	Installation Date:
Site Address or Location of Sign:	

Multi-Tenant Building:     Yes     No

**Property Owner Information**

Name:	Phone:
Address:	City:                      State:                      Zip:
Contact Person:	E-mail:
Signature of Property Owner:	Date:

**Applicant / Installer Information**

Applicant Name:	Phone:
Address:	City:                      State:                      Zip:
Contact Person:	E-mail:

**Type of Work**

Check one:

- New Freestanding Sign     New Wall Sign     Sign Face Change

Location of Sign within Property: \_\_\_\_\_

SIGN HEIGHT: \_\_\_\_\_ SIGN SIZE: Dimensions: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ (Sq. Ft.)

SIGN MATERIALS: \_\_\_\_\_ COLORS: \_\_\_\_\_

ILLUMINATION:    Yes     No     If Yes, Type: \_\_\_\_\_

**FREESTANDING SIGN SETBACKS:**

From Property Line: \_\_\_\_\_ From Parking lot: \_\_\_\_\_ From Driveway: \_\_\_\_\_

## Sign Permit Submittal Requirements

Applications will not be accepted without all of the required supporting documents. Please check that each of the following items are submitted with your application:

- Wall Signs: To scale drawing of wall sign located on building elevation with length and height of wall dimensions shown
- Freestanding Signs: Site plan with north arrow and scale showing property lines, existing and proposed sign locations
- Dimensioned diagram of sign copy and structure, showing color, materials, total square footage, and type of illumination
- Landlord approval (if in a multi-tenant building) on drawings
- Sign Permit Application for each sign and applicable fee

## Sign Size Standards

### CONSTRUCTION STANDARDS

- Wall signs shall be constructed as individual raised mounted letters a minimum of one inch (1") in depth
- Within the B-2 Neighborhood Business District, freestanding signs shall be limited to monument signs not to exceed six feet (6') in height.
- Monument signs up to six feet (6') in height shall be located no closer than five feet (5') from a street right-of-way; Freestanding signs over six feet (6') in height shall be located no closer than twenty feet (20') from the front street right-of-way
- Illumination In B-1 And B-2: Signs in all B-1 and B-2 Districts may only be illuminated during business hours, or until eleven o'clock (11:00) P.M., whichever is later.
- An electrical permit is required for each installation, alteration or addition of electrical work for light, heat and power on signs above or below ground.
- A building permit is required for any new sign or footing construction over 7' in height.

FOR MORE INFORMATION, VISIT THE BURNSVILLE CITY CODE AT [www.burnsvillemn.gov](http://www.burnsvillemn.gov) OR CALL 952-895-4455

### MAXIMUM ALLOWABLE SIGN AREA

	A		B
B-1 district	50 sq. ft.	or	10%
CUPs in R districts	50 sq. ft.	or	12%
B-2, I-3 and GIM districts	50 sq. ft.	or	14%
B-3 and CRD districts and commercial uses in a MIX district	100 sq. ft.	or	16%
B-4, I-1, I-2 and GIH districts	125 sq. ft.	or	18%

### FREESTANDING SIGN MAXIMUMS

Street Classification	Speed (mph)	Area (Sq. Ft.)	Height (Ft.)
City	30	20	6
Collector	30	25	16
	35	50	20
	40	100	24
Principal and minor arterials	30	50	18
	35	100	22
	40	125	24
	45	150	26
	50+	175	28
	65	200	32

**PERMANENT WALL SIGNS = \$170.00 PYLON AND MONUMENT SIGNS = \$250.00**  
**WALL, MONUMENT OR PYLON FACE REPLACEMENT = \$170.00**

I hereby agree to abide by all sign regulations and other applicable codes, ordinances and policies of the City of Burnsville.

**Signature of Applicant:** \_\_\_\_\_

Return to: Sarah, Planning  
sarah.arnold@burnsvillemn.gov  
952-895-4455