

The below information was taken from Delano's Sign Code Ordinance. This information is provided as a general guide to assist business owners and property owners in understanding the regulations governing temporary signage. For additional information, specific questions, and/or to obtain a temporary sign permit please contact the City of Delano directly at 763-972-0550.

Temporary signs are classified as Special Event Signage. The city code states the following:

- 1) Banners, posters, pennants, ribbons, streamers or spinners and any similar device which are designed and utilized primarily to draw attention to an object, product, place, activity, person, institution, organization or business are allowed, provided that:
  - A. The use of such devices shall require a permit. The permit shall be valid for no more than fifteen (15) consecutive days and no more than four (4) such permits per business shall be granted during any twelve (12) month period.
  - B. Such devices are kept in good condition and repair so as to not create a public nuisance or hazard.
  - C. All setback requirements as prescribed by this and all other applicable regulations, rules or ordinances are met. Except for civic and city holiday decorations or devices, all such devices are not permitted in the public right-of-way.
  - D. Such devices do not create any hazards in regards to visibility or obstruction of safe pedestrian or traffic movement on the site.
  - E. The additional gross sign area of such devices when added to the existing sign area shall not exceed one hundred ten percent (110%) of the total allowable sign area.
- 2) Search lights and lighter than air inflatable devices and/or balloons and any similar devices which are designed and utilized primarily to draw attention to an object, product, place, activity, place, activity, person, institution, organization or business are allowed provided that:
  - A. The use of such devices shall require a permit. The permit shall be valid for no more than fifteen (15) consecutive days and no more than four (4) such permits per business shall be granted during any twelve (12) month period. There shall be a thirty (30) day waiting period between consecutive permits.
  - B. Such devices are kept in good condition and repair so as to not create a public nuisance or hazard.
  - C. All setback requirements as prescribed by this and all other applicable regulations, rules or ordinances are met. All such devices are not permitted in the public right-of-way.

- D. Such devices do not create any hazards in regards to visibility or obstruction of safe pedestrian or traffic movement on the site.
  - E. The additional gross sign area of such devices when added to the existing sign area shall not exceed one hundred twenty-five percent (125%) of the total allowable sign area.
  - F. Such devices shall not be taller than fifteen (15) feet in height.
  - G. Such devices may only be internally lit or illuminated. No external lighting of such devices is permitted.
  - H. For shopping centers, these provisions shall apply to each tenant on an individual basis.
- 3) Portable Signs. The following provisions shall apply to portable signs in the City:
- A. Portable signs are prohibited in residential rezoning districts except in conjunction with church or school sites.
  - B. Except for legally established, non-conforming portable signs existing prior to the effective date of this Ordinance, portable signs shall not exceed thirty-two (32) square feet per side.
  - C. All portable signs illegally established prior to the effective date of this Ordinance shall be brought into conformance with the applicable provisions of this and all other ordinances or regulations within thirty (30) days of the effective date of this Ordinance.
  - D. Wherever possible, property owners are encouraged to include reader board signs as part of freestanding signs to minimize the need for and use of temporary or portable signs. Such reader board signs will be included in sign calculations when determining how much signage is allowed or used for a building or property.
  - E. Signs may not be illuminated with any flashing device.
  - F. The use of portable signs requires a City permit and is restricted to information only. The permit shall be valid for no more than fifteen (15) consecutive days and no more than four (4) such permits per business shall be granted during any twelve (12) month period.
  - G. All electrical connections shall be made in a National Electrical Code and State Building Code approved manner and shall use a GFI receptacle outlet.

- H. All temporary and portable signs shall be braced and secured in such a manner to prevent motion or movement.
- I. For shopping centers, Subd. 3.1.f of this Ordinance shall apply to tenants on an individual basis.

As a reminder, a permit is required for all temporary signs. Please contact the City of Delano directly for a permit application and fee schedule.

All temporary signs must have Landlord approval. Please contact your Property Manager directly with questions and/or to obtain written approval.