

The below information was taken directly from the City's website. 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 Shakopee Planning Department directly at 952-233-9300.

Q. What kind of temporary signs can I have?

A. Businesses are permitted to have temporary signs for grand openings or special events. However, they must comply with the following (City Code Chapter 11.70 , Subd. 6).
[Note: Banners are subject to Landlord approval prior to fabrication and/or installation.]

Grand Openings:

1. No more than two (2) banners may be displayed.
2. Each banner may be thirty-two (32) square feet or smaller in size.
3. Banners **may not** be displayed longer than thirty (30) days.
4. Before the banner(s) can be displayed, a temporary sign permit must be issued by the City.

Special Events:

1. No more than two (2) banners can be displayed in conjunction with a special event.
2. Each banner may be thirty-two (32) square feet or smaller in size.
3. Banners **may not** be displayed more than sixty (60) days total per calendar year.
4. Before the banner(s) can be displayed, a temporary sign permit must be issued by the City.

[Note: Inflatable rooftop balloons and inflatable nylon characters and objects are not considered banners. Since they are not specifically allowed in the City Code, these items are not acceptable signage options. (City Code Chapter 11.70, Subd. 2.)]

Q. Can I have signs located throughout the City that advertise my business?

A. Shakopee's sign ordinance does not allow off-premises advertising for retail purposes or other business use. This includes plastic board that frequently appear adjacent to street rights of way. The only off-premises signage allowed in Shakopee is for "... temporary seasonal events open to the general public." (City Code Chapter 11.70, Subd. 2.) Please note, seasonal events are generally civic in nature and are not for promoting seasonal sales.

Q. What about window signs?

A. Signage in windows is permitted as temporary signage; however, it may not occupy more than fifty-percent (50%) of the available window area for the business. Permanent signs, such as "OPEN" signs, cannot occupy more than ten-percent (10%) of the window space. Please remember, permanent window signs are considered the same as a wall sign and count toward the total square footage of signage allowed for a business. Please note, illuminated window signs, such as an "OPEN" sign, must adhere to Chapter 11.70, Subd. 2 of the City Code, meaning they cannot blink, flash, or rotate.

[Note: Window signs are subject to Landlord approval prior to fabrication and/or installation.]

- Q. Can my business use a sandwich board to advertise an upcoming event?
- A. Sandwich board signage is allowed with certain restrictions (City Code Chapter 11.70, Subd. 9). A sandwich board is defined as a sign with two single face areas that are attached on one end to make a triangular stance; however, it is not permanently affixed to the ground. It cannot exceed twelve (12) square feet per sign face. The sandwich board must be placed in the sidewalk directly in front of the establishment, but it cannot interfere with pedestrian traffic. Sandwich boards may only be displayed during the regular hours of operation for the business. A sign permit is not required for sandwich board signage.
- Q. What can I do if the City removes my sandwich board signage?
- A. Signage that has been impounded by the City may be retrieved by calling City Hall at 952-233-9300 between the hours of 8am - 4:30pm, Monday-Friday. The signage will be released after the impounded fee has been paid. Signage must be retrieved within ten (10) calendar days of the impoundment, or the City will dispose of the sign. The City **may not** be held liable for any damage to impounded signs. For more information on impounded signage or specific fees, please contact the City Planning Division at 952-233-9300 (City Code Chapter 11.70, Subd. 11).

A permit is required for all temporary signs. Please contact the City of Shakopee 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.