

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 City of Elk River directly at 763-635-1000.

**GENERAL:**

A permit application must be completed, submitted to the City, and approved for each temporary sign and prior to the sign being displayed. If any sign is installed or placed on any property prior to receipt of a permit, the specified permit fee shall be doubled and the property owner may be issued a citation which may include a court appearance. All information needs to be provided or the City will deem the application incomplete and the permit will be returned to the applicant. The sign location address and property owner signature shall be provided on the permit application.

**DURATION:**

Signs may not be displayed for more than a total of 90-days per property, per calendar year. A single permit shall not exceed 30-consecutive days.

**SIGN LOCATION:**

Signs must be located on the property of the business and the advertising message must only relate to business conducted on that premises, except that nonprofit or charitable organizations as defined by Internal Revenue Code section 501(C)(3) may have off-premises signs. Nonprofit organizations shall be limited to three (3) signs per event and the signs shall not exceed 90-days per calendar year.

Signs may not be placed in any right-of-way and must be located on an approved surface; not including fire lanes and/or circulation drive lanes. (*Asphalt, concrete, class-5 and crushed concrete are considered approved surfaces. Landscaped areas are not considered approved surfaces.*)

**SIZE:**

Maximum sign size shall be limited to 56-square feet and shall not exceed 9-feet in height. Lettering shall not extend beyond the edges of the sign.

**REQUIRED FEES:**

Payment is due at the time each permit is submitted. All applicable fees must be included with each temporary sign permit application. The fee for each sign permit is \$40.00 (subject to change).

**QUESTIONS:**

Questions regarding temporary signs and fees should be directed to the City of Elk River Community Operations and Development office at 763-635-1000.

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