



# Planning & Zoning Department

2052 County Road 24  
Medina, MN 55340

Phone: (763) 473-4643  
Fax: (763) 473-9359

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## SIGN PERMIT CHECKLIST

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### **General Information** (Ref: *Medina City Code Subsection 815.17*):

A permit must be acquired for any new, relocated, modified, redesigned or replaced sign, unless they are listed as exempt on the list below. The exemptions permitted apply only to the requirement of obtaining a permit and do not excuse the installer of the sign or the owner of the property upon which the sign is located from conforming with all other provisions of the Medina sign ordinance, Section 815 of the City Code. No permit is required under this section for the following signs:

- signs having an area of 4 sq. ft. or less;
- signs erected by a governmental unit, public school or church;
- temporary signs, as defined in Medina City Code subsection 815.15; and
- memorial signs or tablets containing the name of the building, its use, and date of erection when such sign is cut or built into the walls of the building and constructed of bronze, brass, stone, marble, or similar material.

The owner or occupant of the premises on which a sign is to be erected or the owner or installer of the sign must file an application with the zoning administrator for a permit for each sign.

**The following checklist must be completed in order for a sign permit application to be completed (the Zoning Administrator may waive any item by initialing next to the check box)** (Ref: *Medina City Code Subsection 815.17*).

- Verify which zoning district the property is located within. All signs must meet all standards of Medina City Code section 815, as well as any additional standards for the zoning district they are located within. Districts with additional standards are listed below:

| District         | Code Subsection             |
|------------------|-----------------------------|
| Urban Commercial | 831.07, Subd. 1, Clause (t) |
| Business Park    | 832.07, Subd. 1, Clause (v) |
| Industrial Park  | 833.07, Subd. 1, Clause (v) |
| Uptown Hamel     | 834.08, Subd. 2, Clause (m) |

- Apply for a Sign Permit through the City Building Permit Process.

Checklist for: Sign Permit

Within: All Districts

- Submit a scale drawing of the proposed sign, including all of the following information:
  - location on property or, if located on a building, a superimposed scale drawing of building exterior with calculations showing the area of the sign and building;
  - size and proposed message;
  - materials, manner of construction, and main color scheme;
  - landscape plan, if required; and
  - intensity, direction and extent of illumination, abiding by the standards set in the Medina Lighting Ordinance (Section 829 of the Medina City Code).
  
- Submit the Sign Permit fee as prescribed in the City Fee Schedule.
  
- Submit any further information requested by the zoning administrator, in order to allow reasonable review of the application.

**Process following application completion:**

Once all required items are submitted, the Planning & Zoning Department will review the sign permit application and issue the permit if all requirements and standards are met. Once the sign and any landscaping that may be required are erected, the applicant should submit a photograph of the project to the Planning & Zoning Department.

**Further questions or information:**

Feel free to contact the Planning & Zoning Department at (763) 473-4643.