



CITY OF BUFFALO, MINNESOTA

# TEMPORARY SIGN PERMIT

212 Central Avenue, Buffalo MN 55313

Phone 763-682-1181

permits@ci.buffalo.mn.us

Permit # \_\_\_\_\_

Date \_\_\_\_\_

Fee \_\_\_\_\_

Temporary signs, banners, and displays will be allowed for Buffalo-based Non-Profit Organizations for civic-sponsored events or Buffalo business owners to display on their own leased or owned property.

Site Address \_\_\_\_\_ PID 103- \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Email or Fax \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Is this for a non-profit organization? No / Yes - Name \_\_\_\_\_

Rental Company/Owner of Sign: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Size of temporary sign \_\_\_\_\_ height x width (32 sq. ft. max) Rental Fee or Est. Value of Sign \$ \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Sign Will Read: \_\_\_\_\_

1. Non-profit organizations are allowed two (2) signs per event for duration of one (1) week prior to the said scheduled event.
2. On-site businesses are allowed one (1) sign at a time at establishment's property, four (4) weeks in duration per calendar year.
3. Temporary signs may not exceed thirty-two (32) square feet and may not be illuminated with any flashing device.
4. Such signs shall be free-standing and shall not be attached to any other structure such as traffic control signs, utility poles, or any other similar devices.
5. Signs must be located so as to avoid interference with pedestrian or bicycle trails, and to avoid conflicts with traffic circulation and visibility.
6. Use of a temporary sign shall require a permit and should be accompanied by a written statement of permission from the owner of the private property on which the sign is to be located.

**Applicant and property owner fully understand and agree to the regulations pertaining to this permit.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If Different than Applicant)

City Ordinance - Sign Regulations - Sec. 34

### FOR CITY USE ONLY

ADM \_\_\_\_\_ Recv'd Date \_\_\_\_\_ Receipt # \_\_\_\_\_ P&Z \_\_\_\_\_ Date Approved \_\_\_\_\_

**POLICY FOR USE  
CITY OF BUFFALO – TEMPORARY SIGN  
BUFFALO BASED NON-PROFIT ORGANIZATIONS**

Temporary Signs. Temporary signs, banners and displays will be allowed for Buffalo-based non-profit organizations for civic-sponsored events.

Each organization is allowed two (2) signs per event for duration of one (1) week prior to the said scheduled event.

Temporary signs may not exceed thirty-two (32) square feet and may not be illuminated with any flashing device.

Such signs shall be freestanding and shall not be attached to any other structure such as traffic control signs, utility poles, or other similar devices.

Signs must be located so as to avoid interference with pedestrian or bicycle trails, and to avoid conflicts with traffic circulation and visibility.

Use of a temporary sign shall require a permit and should be accompanied by a written statement of permission from the owner of the private property on which the sign is to be located.

Adopted by the Buffalo City Council this 17<sup>th</sup> day of June, 2013.