



CITY OF BUFFALO, MINNESOTA

# TEMPORARY SIGN PERMIT

212 Central Avenue, Buffalo MN 55313  
Phone 763-682-1181 | Fax 763-682-6376  
www.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 \_\_\_\_\_ Rental Fee or Est. Value of Sign \$ \_\_\_\_\_  
(32 sq. ft. max)

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. 13.01-13.99, Spec 13.06 - Permitted and Prohibited Signs - Adopted by Council 06/03/13

### 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 located.

Adopted by the Buffalo City Council this 17th day of June, 2013.

## Subd. 2 Prohibited Signs.

### The Following Signs are Prohibited:

#### Subd. 2 Prohibited Signs:

A. Advertising Signs with the following exceptions:

1. Signs advertising nonprofit organizations are merited subject to the restrictions imposed within the zoning district in which the sign is located.

2. Real Estate Development Project Signs. A real estate development project sign advertising lots of property for sale, may be located off-premises by permit. The permit shall be renewable annually and conditioned upon documentation allowing such sign or structure by the property owner upon which it is to be located. The sign shall conform to the size restriction of signs imposed within the respective district in which the sign is located or a maximum of sixty-four (64) square feet each side, whichever is greater.

B. Advertising or business signs on or attached to equipment such as semi-truck trailers where signing is a principal use of the equipment on either a temporary or permanent basis.

C. Motion signs and flashing signs, except time and temperature signs and barber poles.

D. Projecting signs except as provided for in Section 13.08 of this Chapter.

E. Rood Signs. Except that a business sign may be placed on the fascia or marquee of a building, provided it does not extend above the highest elevation of the building, excluding chimneys.

F. Business Signs which advertise an activity, business, product or service no longer produced or conducted on the premises upon which the sign is located. Where the owner or lesser of the premises is seeking a new tenant, such signs may remain in place for not more than thirty (30) days from the date of vacancy.

*Continued on back. See Prohibited Signs.*

## Prohibited Signs Continued

G. Wall Graphics.

H. Portable signs except as permitted in Section 13.05 of this Chapter.

I. Signs which are tacked on trees, fences or utility poles.

J. Bench signs except by special permit of the Council.

K. Home occupation signs.

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# Buffalo

CITY OF BUFFALO, MINNESOTA

## Signs & Regulations

### Sec. 13.06. Permitted and Prohibited Signs



[www.ci.buffalo.mn.us](http://www.ci.buffalo.mn.us)

## SEC. 13.06. PERMITTED AND PROHIBITED SIGNS.

### Subd. 1 Permitted Signs. The following signs are allowed without a permit:

- A. Public Signs. Signs of a public, non-commercial nature, including safety signs, directional signs to public facilities, trespassing signs, traffic signs, signs indicating scenic or historical points of interest, memorial plaques and the like, when erected by or on behalf of a public official or employee in the performance of official duty.
- B. Identification Signs. Identification signs not exceeding three (3) square feet.
- C. Informational Signs. Informational signs not exceeding sixteen (16) square feet.
- D. Directional Signs.
  1. On-Premise Signs. Shall not be larger than four (4) square feet. The number of signs shall not exceed four (4) unless approved by the Council.
  2. Off-Premise Signs.
    - (a) In all zoning districts except the B-5, Central Business District or the PUD, Planned Unit of Development District, such signs shall be limited to situations where access is confusing and traffic safety could be jeopardized or traffic could be inappropriately routed through residential streets. The size and design of the sign shall be approved by the Council and shall contain no advertising.
    - (b) Businesses located in the B-5, Central Business District and the PUD, Planned Unit Development District, may display temporary, off-premise signs by express permit issued by the Council where access to commercial areas requires directional signage from the City's arterial roads.

Such roads signs may, at the discretion of the Council, be permitted under the following conditions:

- (i.) Off-premise, temporary signs shall be no more than four (4) square feet in area.
  - (ii.) No such signs shall be permitted within the right-of-way of any public street or highway.
  - (iii.) An application for an off-premise, temporary sign shall be accompanied by a written statement of permission from the owner of the private property for the purpose of inspecting and/or removing said signs.
  - (iv.) Any permit may be granted for no more than four (4) consecutive days of display, nor shall any business or property be granted more than one (1) such permit in any thirty (30) day period. Each permit may allow up to two (2) signs in different locations.
  - (v.) Each sign permitted shall have a weather-resistant sticker attached to the sign indicating the permittee's name, telephone number, approved location, and dates of display. Such stickers shall be supplied by the applicant.
  - (vi.) No permit shall be granted for more than one (1) such sign within three hundred (300) feet on any other off-premise, temporary sign.
- F. Non-Commercial Signs. Non-Commercial signs in Commercial, Industrial, Agricultural and Institutional zones not exceeding eight (8) square feet, and in all Residential zones not exceeding four (4) square feet, except that in a State General Election year during the period from August 1 to ten (10) days following the State General Election, non-commercial signs shall be exempt from any provisions regulating size and number in accordance with Minn. Stat. 211B. 045. The sign must contain the name and address of the person responsible for such sign, and that person shall be responsible for its removal. Such signs shall remain for no longer than one hundred ten (110) days in any calendar year. The City shall have the right to remove and destroy signs not conform-

ing to this Chapter. The City shall assess a fee of \$2.00 per sign removed by the City.

- G. Holiday Signs. Signs or displays which contain or depict a message pertaining to a religious, national, state or local holiday and no other matter and which are displayed for a period not to exceed seventy-five (75) days in any calendar year.
- H. Construction Signs. A non-illuminated construction sign confined to the site of the construction, alteration or repair. Such sign must be removed within two (2) years of the date of issuance of the first building permit on the site or when the particular project is completed, whichever is sooner. One sign shall be permitted for each street the project abuts. No sign may exceed thirty-two (32) square feet in the R-R, R-1, R-2, R-3 and R-MH Districts or sixty-four (64) square feet in the A-1, R-4, R-5, R-6, R-7 and the R-B business and industrial districts.
- I. "For Sale" and "To Rent" Signs. "For Sale" and "To Rent" signs shall be permitted subject to the regulations listed in the pamphlet Temporary Real estate signs.
- J. Rummage (Garage) Sale Signs. Please see pamphlet on Garage Sale Signs.
- K. O.S.H.A. Signs.
- L. Window Signs. Shall not exceed fifty (50) percent of the total area of the window in which they are displayed.
- M. Off Site, Temporary Directional Signage. Please see pamphlet on Temporary Directional Signage.