



COMMUNITY DEVELOPMENT

2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ planning@cityofroseville.com

MASTER SIGN PLAN APPLICATION

CITY CODE SECTION 1010.03
www.cityofroseville.com

RESIDENTIAL APPLICATION FEE: \$250 + \$5.00*

COMMERCIAL APPLICATION FEE: \$350 + \$7.00*

Fee should be made payable to City of Roseville upon submittal of application.

*2% processing fee (or \$2.00 minimum) is added to all permits as of January 1, 2018.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Last name: First name:

Address: City/State/Zip:

Phone number: Email address:

2. Applicant Information: (if different from above)

Company name:

Last name: First name:

Address: City/State/Zip:

Phone number: Email address:

3. Address of Property Involved: (if different from above)

4. Additional Required Information:

a. Site plan illustrating on-site improvements and location of proposed signage

b. Sign details including sign dimensions, area calculations, and construction specifications for each sign being contemplated, as well as elevations showing wall signs and/or freestanding signs as appropriate

5. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner:

Date:

Applicant:

Date:

Master Sign Plan Regulations: (from §1010.11 of the Roseville City Code)

- A. Purpose: The purpose of a Master Sign Plan is to establish a fair and equitable process for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification.
- B. Effect of Master Sign Plan: Upon approval of a Master Sign Plan, all future signs shall conform to the Master Sign Plan. Modifications to the provisions of the Master Sign Plan may be granted only with the approval of an amended Master Sign Plan.
- C. Required: A Master Sign Plan is required for the following:
 - 1. Building complexes
 - 2. Multi-tenant structures
 - 3. Covered mall buildings, shopping centers, or strip malls
 - 4. Planned unit developments
 - 5. Area identification signs
 - 6. Churches/places of worship/institutions/schools
 - 7. Unified Development (Ord. 1425, 6-18-2012)
- D. Guideline: Where applicable the underlying signage requirements of Section 1010.05 shall be used as the minimum base standard for signage in the proposed Master Sign Plan.
- E. Criteria: To assist property owners and their tenants with signage needs, the City has established the following criteria that shall be used in developing, reviewing, and approving each Master Sign Plan.
 - 1. Location: No freestanding sign shall be located closer than 5 feet to a property line, roadway easement, or other public easement. No freestanding sign shall be erected that, by reason of position, shape, or color, would interfere in any way with the proper functioning or purpose of a traffic sign or signal. No freestanding sign shall be located within the Traffic Visibility Triangle. No freestanding sign shall impede/impair traffic.
 - 2. Quality: All signage shall improve the aesthetics or functional use of the site. All freestanding signs shall include materials that complement the architectural design/existing building materials, including but not limited to face brick, natural or cut stone, integrally colored concrete masonry units/rock faced block, glass, pre-finished metal stucco or similar cementation coating, and/or factory finished metal panels. Landscaping may be integrated into any freestanding sign.
 - 3. Type: All types of signs are permitted except those prohibited by Section 1010.03C of this Chapter.
 - 4. Size: The size of all signage (building wall and free-standing) shall be limited to 2 times the maximum allowed under Section 1010.05 of this Chapter. (Ord. 1425, 6-18-2012)
 - 5. Height: The height of any free-standing sign shall be limited to 40 feet. (Ord. 1425, 6-18-2012)
 - 6. Number: The number of freestanding signs shall be reasonably related to the number of access points to public streets and/or the number of tenants within the multi-tenant structure.
- F. Master Sign Plan Process: The following has been established by the City of Roseville for reviewing and approving Master Sign Plans:
 - 1. Application Requirements: The property owner, his/her agent/manager, a design, architectural, or consulting firm, or a sign company, acting on behalf thereof, shall submit a completed Master Sign Plan Application to the Community Development Department. A

completed application includes completion of the application form, submittal of all applicable proposed plans and specifications, and the submittal of the required fee as set forth in Chapter 314 of this Code.

2. **Submittal Review:** Upon submittal of a Master Sign Plan application, the Community Development Department will review the information provided for completeness and determine whether modifications and/or clarification is necessary. Once an application has been determined complete, the Community Development Department will set the administrative hearing before the Master Sign Plan Committee (MSPC).
3. **Establishment of Administrative Hearing and Notice:** The Community Development Department will provide notice (postcard) to the applicant and contiguous/effected property owners not less than one week prior to a Master Sign Plan hearing. The Community Development Department may notify additional property owners if a determination is made that such additional notification is merited.
4. **Hearing and Approval:** The MSPC shall hold an administrative hearing for each Master Sign Plan proposal, take public comment, and provide a recommendation to the Community Development Director or Designee for approval. The Community Development Director or Designee shall make the final decision and provide written approval of a Master Sign Plan to the applicant.

- G. **Appeal:** Should the applicant or a contiguous property owner object to the Community Development Director or Designee decision on the Master Sign Plan, an appeal may be filed within 10 days following the administrative decision by the Community Development Director or Designee. The appeal shall follow the requirements listed in Section 1009.08 of this Code