

This handout is written only as a guide; it is not intended, nor shall it be considered a complete set of requirements. Information sheets are available at the City's Building Inspections Division or on [www.cityofeagan.com](http://www.cityofeagan.com).

### PERMITS

- A **Sign Permit** is required for new or replaced signage in the City of Eagan, except if outlined in Sign Permit Exemptions below.

### APPLICATION

In addition to a Sign Permit Application, please include the following with sign permit submittals:

- **Building Sign**
  - Building elevation, including dimensions of the gross area of the building side or unit
  - Sign plan, with measurements
- **Monument Sign**
  - Site plan, indicating the monument placing, noting a minimum setback of 10 feet from the property lines
  - Sign plan, with measurements
- **Pylon Sign**
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- **Temporary Sign**
  - Sign placement information, indicating the location on the building, existing monument sign, or existing pylon
  - Sign plan, with measurements
  - For freestanding placement, provide site plan noting a minimum setback of 10 feet from property lines

### FEES

- **Building or Monument Signs:** \$2.50 per square foot
- **Pylon Sign Building Permit:** \$135  
New pylon signs may require a Conditional Use Permit, and additional application fees. Please contact Planning at (651) 675-5685 to inquire about new pylon signage.
- **Temporary Sign Permit:** \$25

### PERMIT EXEMPTIONS

The following signs are exempt from requiring a Sign Permit.

- For sale, lease, or rent signs of real estate when located on the property advertised, and less than 16 square feet
- Church, hospital, or school directional signs, less than six square feet
- One on-property church sign for each church site
- Signs warning of hazardous conditions
- Simple information signs such as "Exit," "Loading Dock," etc.
- Simple signs on/over the entrance to a business, or used to identify parking, less than three square feet
- Signs by a recognized unit of government having jurisdiction in the city, or a school district within district boundaries
- Non-commercial signs
- Temporary signs for special civic events or garage or neighborhood sales, for a period not to exceed 20 days

## DEFINITIONS

<b>Sign</b>	Any surface, facing, or object upon which there is printed, painted, or artistic matter, design or lighting.
<b>Business Sign</b>	Any sign with purpose of business, professional, or commercial advertising, and which is related directly to the use of the premises upon which the sign is located.
<b>Product Sign</b>	Any sign with brand name, trademark, logo, distinctive symbol, designation, or advertising or promotion of any business, product, goods, activity, or service. Product signs shall be subordinate to business signs.
<b>Freestanding Ground Sign</b>	A freestanding business sign, on posts or walls, solidly affixed to the ground and completely independent of any building or other structure.
<b>Pylon Sign</b>	A freestanding business sign, on posts or walls, solidly affixed to the ground, and taller than seven feet. Pylon signs are a conditional use, and are subject to applicable conditions, regulations, and fees. Pylon signs require a Conditional Use Permit, Building Permit, and Sign Permit.
<b>Off-Premises Sign</b>	A sign, other than billboard signs, which directs attention to a business or service offered somewhere other than on the property where the sign is located. Off-premise signs are prohibited in the City of Eagan.
<b>Governmental Sign</b>	Any sign placed or maintained by a governmental entity for identification of, directions to a public facility or street, for traffic control, or public services.
<b>Non-Commercial Sign</b>	Any sign which does not contain advertising for the sale of products or services.
<b>Sign Area</b>	The gross sign area, not including the supportive frame, which contains copy or identifying features. The gross area is calculated as an enclosed area bounded by no more than 12 straight lines.
<b>Sign Height</b>	The distance from the lowest ground point to the highest point on the sign.

## GENERAL SIGN REQUIREMENTS

- No sign, other than governmental signs, shall be located within any City-owned public right-of-way. Residential name signs attached to mailboxes or private lampposts are excluded.
- No sign, other than governmental signs, shall be placed upon any City-owned public property, or railroad right-of-way, or shall be affixed to any utility pole.
- No business sign shall be located nearer than 10 feet from any property line.
- No sign shall obstruct driver vision, or be noxious, annoying, or hazardous
- For corner traffic visibility purposes, planting or structures higher than 30 inches are not allowed within a triangular area, defined as: 30 feet along both curb lines, and connected diagonally
- No moving or flashing signs are allowed, except for the intermittent display of time and temperature
- No signs can have light sources that directly visible to passing pedestrians or vehicle traffic
- Signs cannot be painted directly upon the walls of a building
- All signs shall be constructed in a competent manner and in accordance with standards employed by professional sign makers
- Off-premise signs are not allowed in any zoning districts, except as permitted under Subdivision 25 of the City Code (pre-existing billboard signs)

## BUILDING MOUNTED BUSINESS SIGNS

- Building signs cannot project more than 18" from the vertical surface of the building
- All business signs mounted on a building shall be similar in design
- Building signs are not allowed to project above the highest outside wall or parapet wall
- Product name signs shall be subordinate to business name signs
- There cannot be more than three signs on up to two elevations of a single tenant building, not to exceed the allowed sign area based on zoning
- There cannot be more than two signs per tenant on one elevation of a multi-tenant building, not to exceed the allowed sign area based on zoning
- No building sign or combination of building signs shall cover more than 10% of the gross area of a building side for RD and BP zoning districts, and 20% of the gross side area in all other zoning districts where business signs are allowed

## **FREESTANDING BUSINESS SIGNS**

- Up to one freestanding sign is allowed per building, with a maximum height of 7 feet and maximum sign face height of 4 feet
- Up to one pylon sign is allowed per building
- A pylon may be allowed in lieu of a monument sign and is limited to 27 feet above the lot level, and no more than 125 square feet per side
- Pylon signs require a Conditional Use Permit, Building Permit and Sign Permit

## **WINDOW OR DOOR SIGNAGE**

- Window/door signs or signs within 18 inches from the face of the window shall not occupy more than 60% of the window/door area on the side of the building on which the sign is displayed
- The area of a window/door sign shall be included in the calculation of the sign area allowed for building-mounted
- Window/door signs are only allowed on the building façade that has building-mounted signage
- Signs under two square feet area that depict Open/Closed or Hours of Operation are exempt from requirements

## **RESIDENTIAL SIGNS**

Business signs are permitted in residentially zoned areas or areas of PD designation for residential use, only under the following cases:

- "For Sale" or "For Rent" signs, 4 x 4 feet or smaller, advertising the premises upon which such sign is located
- Real estate "For Sale" signs on the property offered for sale, not to exceed 100 square feet
- Area identification signs for major apartment complexes

## **TEMPORARY SIGNS FOR SPECIAL SALES**

- Up to three temporary signs are only allowed per business for 14 days in a continuous 60-day period
- Temporary signs cannot exceed a total area of 100 square feet.



# EAGAN

## FREE STANDING MONUMENT SIGNAGE WITH DYNAMIC FEATURES

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### Monument Sign Requirements (without dynamic signage)

<b>Height</b>	Maximum 7' feet overall height.
<b>Face</b>	Maximum 4' feet face height (area with text, graphics, logos, reader board, etc.).
<b>Base</b>	Maximum 3' base height.
<b>Width</b>	No width restriction.
<b>Square Footage</b>	No size restriction.
<b>Setbacks</b>	Minimum of 10' from all property and dividing lines.
<b>Note:</b> Anything over 7' in height is a pylon and requires a Conditional Use Permit. See City Planning staff to apply.	

### Monument Signs with Dynamic Sign Features (dynamic refers to LED, electronic, digital, etc.)

- **Monument signs with dynamic sign features must meet all of the above requirements pertaining to monuments signs. In addition, the following requirements must be met:**

<b>Number of dynamic signs allowed:</b>	One dynamic display area on a sign face	
<b>Maximum size of dynamic sign:</b>	Must be subordinate to the business name portion of the sign (dynamic signs must not be the predominant feature of the sign face).	
<b>Minimum character height required:</b>	<b>Based on Speed Limits...</b>	
	<b>MPH</b>	<b>Minimum Character Height</b>
	25-34	7"
	35-44	9"
	45-54	12"
	55 & Above	15"
<b>Frequency of message change:</b>	May NOT change or move more often than once every 1 minute.	
<b>Note:</b> Anything over 7' in height is a pylon and requires a Conditional Use Permit. See City Planning staff to apply.		