

PLANNING ESSENTIALS: COMPREHENSIVE SIGN PLAN

HOW TO APPLY

Submit the following information to zoningpermits@shoreviewmn.gov:

- [Comprehensive sign plan application](#)
- A statement describing:
 - Proposed signage
 - Proposed revision to an existing plan and reasons for them
 - Rules to apply to the signage that are not noted on plan sheets
- Site plan
 - Drawn to scale
 - Shows property lines
 - Shows gross building floor area
 - Shows location of all signage except wall signs
- Sign plan
 - Shows dimensions, style, and color of signage
 - Shows exterior elevation plan for each side of building that will include signage
- One 8 1/2" x 11" and one 11" x 17" half-scale reproducible print for each required sketch, drawing, or plan
- Two 24"x 36" copies of each plan sheet (if required by staff)
 - Digital Copies of plans can be submitted at zoningpermits@shoreviewmn.gov

APPLICATION FEES

- Filing fee: \$200
 - Non-refundable

PROCESSING YOUR APPLICATION

If the request does not differ from section [113](#), it will only require administrative staff review. If the request differs, it will require planning commission and city council review. Staff will review the application in accordance with sections [103-34](#) and [113](#) of the city code.

Administrative review

- Issuance and conditions:
 - Once approved, staff will issue the permit
 - Permit will include conditions required by the development ordinance



- Staff may deny the application if the request does not comply with city code
- Decision and appeal:
 - Decisions are final
 - Applicant or other aggrieved party may appeal per section [103-36](#)

Planning commission and city council review

- Mailed notice:
 - Staff will provide written notice to property owners within 350 feet of the property 10 days before the public hearing
 - Notice will include the purpose, time, date, and location of the public hearing
 - An affidavit with the names and addresses of the property owners will be part of the meeting's records
 - The process will not be invalidated if:
 - Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt
- Public review
 - Planning commission will:
 - Hold a public meeting and review the request according to the city code ▪
Make a recommendation for approval or denial to the city council and provide the reasons for it
 - The request can also be tabled for further review
 - City council will:
 - Consider the request based on the planning commission's recommendation
 - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions:
 - If approved, the city council may impose conditions and safeguards that ensure the use:
 - It will not be detrimental to the health, safety or general welfare of the community
 - Is in harmony with the general purpose and intent of the development ordinance and the comprehensive guide plan
 - If denied, the city council will provide reasons for it



- Decision:
 - Decisions are final

DEVELOPMENT CODE REQUIREMENTS

Proposed signs need to comply with section [113](#) of the city code. If they differ, approval will be based on the below findings:

- Proposed signs are:
 - Consistent in color, size, and material
 - Create a unified sign package that is aesthetically pleasing
 - Effective, functional, attractive, and compatible with community standards
- There is a practical difficulty on the site requiring the deviation
- Approval does not grant a special privilege to the applicant

MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted unless otherwise noted by staff. An incomplete application may delay scheduling the review.

Your application is considered public. If the city receives a request, they will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

Approval does not grant a sign permit. You will still need to apply for and obtain a sign permit.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

QUESTIONS?

Shoreview Community Development Department
651-490-4680 | zoningpermits@shoreviewmn.gov

