

COMPREHENSIVE SIGN REVIEW APPLICATION

Return to:

Department of Community Development  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126  
(651) 490-4682

**Project Name and Description of Request:**

\_\_\_\_\_  
\_\_\_\_\_

**Site Identification:**

Address: \_\_\_\_\_

Property Identification: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip Code

Telephone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (home)

Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner (if different from applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip Code

**Interest in property:** \_\_\_\_\_

**Signatures:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Received by City: \_\_\_\_\_ By Whom: \_\_\_\_\_

## FILING REQUIREMENTS

### THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Filing fee of \$200.00 (make checks payable to the City of Shoreview). **The filing fee is non-refundable.**
3. **One** folded and collated copy of the plan sheets, on 11"x17" half-scale print. **One** 8½"x11" reproducible print for each required sketch, drawing, or plan. **Four** 20"x30" copies of each plan sheet for staff review. Plan should include:
  - a. A property line map which shows the gross building floor area, property lines and the location of all signage, other than wall mounted signage.
  - b. An exterior elevation plan for each side of the building that will include signage. The dimensions, style, color and location of the signage shall be noted.
4. A written description of any rules to apply to this signage that are not noted on the plan sheets.
5. If a revision to an existing plan, note the changes and the reasons for requesting them.
6. Written acknowledgement that the person responsible for the application has read or discussed the City's sign code with the City Planner.

## REVIEW PROCEDURE

1. Upon receipt of a completed application and all associated applications, the City Planner will process the application in accordance with the following.
  1. Administrative Review.
    - a. Eligible Projects. Comprehensive Sign Plan review for multiple signs for a building or property may be reviewed administratively by the City Manager, in accordance with Section 203.020(D), provided no deviations from the standards of Section 208 are proposed.
    - b. Application. Applications for Comprehensive Sign Plan review shall be made on forms provided by the City Manager and be accompanied by detailed drawings to show the dimensions, design, structure and location for the sign. The applicant must provide any and all information requested by the City Manager for the purpose of determining compliance with the standards of Section 208 of the Development Ordinance.
    - c. Criteria for Review. The City Manager may grant approval of the Comprehensive Sign Plan only when the proposed signs comply with the standards of Section 208 of the Development Ordinance. Any deviations to the sign standards require review by the Planning Commission and approval by the City Council.
  2. Comprehensive Sign Plan Review by the Planning Commission/City Council.
    - a. Review. Comprehensive Sign Plan applications not eligible for administrative review shall be processed in accordance with Section 203.020(B).
    - b. Application. Applications for Comprehensive Sign Plan shall be made on forms provided by the City Manager and be accompanied by detailed drawings to show the dimensions, design, structure and location for each sign. The City Manager shall refer the application to the Planning Commission and establish a date for hearing of the application. The application shall be heard and acted on by the Planning Commission and City Council in accordance with Minnesota Statute 15.99.

- c. Criteria for Review. Approval of the Comprehensive Sign Plan may be granted only when the proposed signs comply with the standards of Section 208 of the Development Ordinance. When a deviation is proposed, approval shall be based on findings that:
  - i. The plan proposes signs consistent in color, size and materials throughout the site.
  - ii. Approving the deviation is necessary to relieve a practical difficulty existing on the property.
  - iii. The proposed deviations from the standards of Section 208 result in a more unified sign package and greater aesthetic appeal between signs on the site.
  - iv. Approving the deviation will not confer a special privilege on the applicant that would normally be denied under the Ordinance.
  - v. The resulting sign plan is effective, functional, attractive and compatible with community standards.
  
- 3. Length of Comprehensive Sign Plan Approval. Any signs permitted under the terms of Comprehensive Sign Plan approval shall be installed and maintained in conformity to the terms of such plan and any conditions designated in connection therewith. The approval shall remain in effect for so long as the conditions agreed upon are observed, provided that nothing in this section shall prevent the City Council from action or amending the Development Ordinance.

#### REVIEW PROCEDURE continued

- C. Issuance and Conditions. If approved, the Council may impose conditions and safeguards therein to insure that the proposed use will not be detrimental to the health, safety or general welfare of the community and that the use is in harmony with the general purpose and intent of the Development Ordinance and the Comprehensive Guide Plan. If denied, the City Council shall provide the reasons thereof.
  
- D. Decision. The City Council has the authority to table, grant or deny the request in accordance with the requirements of the Development Ordinance upon majority vote of its membership, unless otherwise stated in this ordinance.

#### NOTES

- 1. An application can not be accepted until each of the filing requirements listed above have been satisfied, unless the City staff waives a requirement(s) or a phased submission is acceptable to City staff.

2. The purpose of requiring the data referenced in the filing requirements is to permit the City to evaluate your proposal relative to City ordinances and policies. Refusal or inability to provide the requested information may jeopardize scheduling of your request for consideration by the Planning Commission. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In doing so, you may reduce the time required by the City to act on your proposal.
4. Approval of a comprehensive sign plan **does not grant** a sign permit. A Sign Permit(s) must be obtained following City Council approval of the Comprehensive Plan.
5. The applicant and property owner shall be responsible for paying any out-of-pocket expenses incurred by the City to process this application or to enforce any condition(s) of any resulting approval or permit.

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