



**CITY OF BURNSVILLE
SIGN CRITERIA**

Name of Building/Site _____

Address _____

Effective Date _____

PID# _____ **Project #:** _____

A. **PURPOSE:** This Sign Criteria shall regulate the approval, installation, and placement of signs within the Development to promote the health, safety, aesthetics, and economic and general welfare of the Community.

B. **PROCEDURE FOR SIGN PERMIT APPROVAL:**

1. All proposed signs shall be reviewed and approved by the _____ of the Development. This person may be contacted as follows:

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

2. The applicant or sign consultant shall file with the City two (2) sets of plans and specifications clearly showing the sign, or its colors and materials, and its placement on the building elevation, along with a sign permit application form and the required sign permit fee. The plans shall be signed by the _____ of the Development. The City shall return one (1) approved set to the _____.
3. No sign shall be erected, constructed, altered, rebuilt or relocated until a permit has been issued by the City.

SIGN CRITERIA		Sign Code Compliance	
		Yes	No
C. <u>SUBMITTAL INFORMATION:</u>			
1. Building Plan.			
a.	Scaled building floor plan illustrating tenant bays.		
b.	Building entrance locations.		
c.	Dimension of each building façade fronting on a public street.		
d.	Scaled building elevation of the building facades with proposed signs.		
e.	Dimensions of building elevations for each tenant bay having an exterior entrance within a multiple tenant building.		
2. Wall Signs.			
a.	Building façade showing the location and size of all existing and proposed wall signs and awning signs.		
b.	Sign plan detail illustrating sign size, material, illumination, mounting supports, and color.		
c.	Information to demonstrate Building and Electrical Code compliance.		

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3.	Freestanding Signs.																																						
	a.	Construction details of sign and support structure/illumination, materials, color and changeable message boards.																																					
	b.	Sign face dimensions.																																					
	c.	Sign elevation showing sign height.																																					
	d.	Site plan showing sign location.																																					
	e.	Information to demonstrate Building and Electrical Code compliance.																																					
D. CRITERIA STANDARDS:																																							
1.	Maximum Sign Area. The total sign area for a site shall be calculated by applying the percentage in Table A, below, to the total area of the building facades fronting on public streets. The total sign area of all wall signs, awning signs, monument signs, and freestanding signs must not exceed the maximum sign area.																																						
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4">SIGN TABLE A: MAXIMUM ALLOWABLE SIGN AREA</th></tr> <tr> <th></th><th><u>A</u></th><th></th><th><u>B</u></th></tr> </thead> <tbody> <tr> <td>B-1 District</td><td>50 square feet</td><td>OR</td><td>10%</td></tr> <tr> <td>CUPs in R Districts</td><td>50 square feet</td><td>OR</td><td>12%</td></tr> <tr> <td>B-2, I-3 & GIM Districts</td><td>50 square feet</td><td>OR</td><td>14%</td></tr> <tr> <td>B-3, CRD & Commercial Uses in MIX District</td><td>100 square feet</td><td>OR</td><td>16%</td></tr> <tr> <td>B-4, I-1, I-2 & GIH Districts</td><td>125 square feet</td><td>OR</td><td>18%</td></tr> <tr> <td colspan="4"> A = Allowable sign area regardless of building facade B = Maximum allowable sign area based on percentage area of building facade </td></tr> </tbody> </table> Sq. Ft. of Building Façade Fronting on a Public Street X District Standard % = Total Maximum Site Sign Area					SIGN TABLE A: MAXIMUM ALLOWABLE SIGN AREA					<u>A</u>		<u>B</u>	B-1 District	50 square feet	OR	10%	CUPs in R Districts	50 square feet	OR	12%	B-2, I-3 & GIM Districts	50 square feet	OR	14%	B-3, CRD & Commercial Uses in MIX District	100 square feet	OR	16%	B-4, I-1, I-2 & GIH Districts	125 square feet	OR	18%	A = Allowable sign area regardless of building facade B = Maximum allowable sign area based on percentage area of building facade						
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2.	Wall Signs.																																						
	a.	Wall signs are limited to two (2) per building unless a comprehensive sign plan is approved for the entire site.																																					
	b.	The total area of all walls signs and awning signs, when combined with the sign area of all freestanding signs, shall not exceed the maximum sign area for the City.																																					
	c.	Individual wall signs shall meet the following criteria:																																					
	1)	Wall signs shall comply with the district standards for sign. No individual wall sign shall exceed three hundred (300) square feet in area. No building side may have a sign area in excess of the maximum district percentage (see Table A, above).																																					
	2)	Wall signs shall be constructed of raised, mounted letters mounted on exposed raceways, painted to match the sign band. Raised letters shall have at least one (1) inch of depth from the building wall or background surface.																																					
	3)	No cabinet signs except as a logo sign.																																					
	4)	Wall signs shall be constructed with maintenance-free permanent finish materials. Wall signs shall not be painted.																																					
	5)	No illuminated wall signs shall be located on a building façade facing a residential district.																																					

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		6)	Tenant bay signs shall be located on or above the building facades of the tenant bay occupied by the business.																																											
		7)	Through a comprehensive sign plan, the property owner may identify up to four (4) tenants for additional signs. These signs may be located on walls beyond the walls of the identified tenant bay.																																											
3. Awning/Canopy Signs.																																														
	a.	Awning and canopy signs are counted as part of the maximum allowed signage.																																												
	b.	The lowest part of the awning/canopy shall be not less than eight (8) feet above the sidewalk or above the centerline of the adjacent street or drive aisle.																																												
	c.	Awnings/canopies shall be located over a window or door feature.																																												
	d.	No awning/canopy signs shall be permitted on windows above the first floor.																																												
	e.	Awning and canopy signs shall require a sign or building permit prior to installation.																																												
4. Freestanding Signs.																																														
	a.	Sign Area:																																												
		1)	All freestanding and monument signs shall be counted against the maximum sign area for the site. Individual freestanding and monument signs shall not exceed the area standards of Table B, below.																																											
<table><tr><th colspan="4">SIGN TABLE B: FREESTANDING SIGN STANDARDS EXCEPT AS OTHERWISE SPECIFIED</th></tr><tr><th>Street Classification</th><th>Speed (MPH)</th><th>Area (Square Feet)</th><th>Height (Feet)</th></tr><tr><td>City</td><td>30</td><td>20</td><td>6</td></tr><tr><td rowspan="3">Collector</td><td>30</td><td>25</td><td>16</td></tr><tr><td>35</td><td>50</td><td>20</td></tr><tr><td>40</td><td>100</td><td>24</td></tr><tr><td rowspan="6">Principal and Minor Arterials</td><td>30</td><td>50</td><td>18</td></tr><tr><td>35</td><td>100</td><td>22</td></tr><tr><td>40</td><td>125</td><td>24</td></tr><tr><td>45</td><td>150</td><td>26</td></tr><tr><td>50+</td><td>175</td><td>28</td></tr><tr><td>65</td><td>200</td><td>32</td></tr></table>						SIGN TABLE B: FREESTANDING SIGN STANDARDS EXCEPT AS OTHERWISE SPECIFIED				Street Classification	Speed (MPH)	Area (Square Feet)	Height (Feet)	City	30	20	6	Collector	30	25	16	35	50	20	40	100	24	Principal and Minor Arterials	30	50	18	35	100	22	40	125	24	45	150	26	50+	175	28	65	200	32
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		2)	For multiple occupancy, commercial and industrial properties over ten (10) acres in area, a freestanding sign larger than permitted in Table B may be permitted by conditional use permit.																																											
	b.	Freestanding Sign Height:																																												
		1)	Monument signs shall not exceed six (6) feet in height above grade. Monument signs may be elevated on an earth berm not to exceed a 3:1 slopes.																																											
		2)	Freestanding signs in excess of six (6) feet in height shall comply with the height standard found in Table B.																																											
	c.	Number of Freestanding Signs:																																												
		1)	A maximum of one (1) freestanding sign in excess of six (6) feet in height is allowed on any sign lot.																																											
		2)	Additional freestanding signs may be allowed provided they are monument signs and meet the performance standards of Section 10-30-8.F.																																											

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	d.	Freestanding Sign Setbacks:			
		1)	Monument Signs:		
		a)	Five (5) feet from any street right-of-way.		
		b)	Five (5) feet from any driveway or parking space.		
		2)	Signs taller than six (6) feet in height:		
		a)	Fifteen (15) feet from the front lot line.		
		b)	Twenty (20) feet from any right-of-way for signs at the maximum height as outlined in Table B, above. A lesser setback may be allowed for shorter signs.		
		c)	Five (5) feet from any driveway or parking stall.		
	e.	Changeable Copy Sign: Changeable copy signs may be part of a freestanding sign within all business districts and approved retail businesses in industrial districts.			
		1)	Sign Area:		
		a)	Changeable copy signs shall not exceed 25% of the gross sign area of an existing freestanding sign.		
		b)	The total freestanding sign area may be expanded by twenty-four (24) square feet to accommodate a changeable copy sign.		
		c)	The percentage limitation of Section a) above does not apply to new freestanding signs.		
		2)	Sign Height:		
		a)	Changeable copy signs shall meet the height requirements of Table B, above.		
		b)	Changeable copy signs shall maintain a ground clearance of a minimum of eight (8) feet.		
		3)	Change of Message: Color, illumination of intensity shall not change more frequently than one (1) time for every sixty (60) second interval. No scrolling, flashing, or continuous movement shall be permitted.		
		4)	Sign Illumination:		
		a)	Changeable copy signs may not operate at brightness levels that exceed five-tenths (0.5) foot candle measured on the property line when adjoining residential zones and one (1.0) foot candle measured on the property line when such line adjoins a similar zone and land use.		
		b)	Each changeable copy sign must have a light sensing device that will adjust the brightness of the display as the natural ambient light conditions change.		

APPROVED BY CITY OF BURNSVILLE**Maximum Signage Allowed:**

Date _____
