

Shakopee **Business Signage FAQ**

Accessing Shakopee's City Code

Shakopee's City Code is available online at www.ci.shakopee.mn.us/weblink7. (Click the folder titled "Public," and then select "City Code." That folder contains links to the table of contents, the different chapters of the City Code, zoning district information, and ordinances adopted since the first of the year.)

A paper copy of Shakopee's City Code is available at the Shakopee Public Library.

Compiled and Provided Jointly by:

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Signage permits are required for most external signage within the City of Shakopee. If you have specific questions about what types of signs are allowed, size restrictions, placement, etc., please contact the City's Planning Department at 952-233-9300 or email Planning@ci.shakopee.mn.us.

Q: I operate a business out of my home. What kind of signage can I have?

A: In the City's residential zones, commercial signage per se is not allowed. Nameplate signs that identify a building or the building's occupants, measuring two feet square or less in size are allowed. (City Code Chapter 11.70, Subd. 8)

Q: What kind of temporary signs can I have?

A: Businesses are permitted to have temporary signs for grand openings or special events. However, they must comply with the following (City Code Chapter 11.70, Subd. 6):

Grand Openings:

1. No more than two banners* may be displayed.
2. Each banner may be 32 square feet or smaller in size.
3. Banners may not be displayed longer than 30 days.
4. Before the banners can be displayed, a temporary sign permit must be issued by the City.

Special Events:

1. No more than two banners* can be displayed in conjunction with a special event.
2. Each banner may be 32 square feet or smaller in size.
3. Banners may not be displayed more than 60 days total per calendar year.
4. Before the banners can be displayed, a temporary sign permit must be issued by the City.

*Please note: Inflatable rooftop balloons and inflatable nylon characters and objects are not considered banners. Since they are not specifically allowed in the city code, these items are not acceptable signage options. (City Code Chapter 11.70, Subd. 2)

Q: Can I have signs located throughout the City that advertise my business?

A: Shakopee's sign ordinance does not allow off-premises advertising for retail purposes or other business use. This includes plastic board signs that frequently appear adjacent to street rights of way. The only off-premises signage allowed in Shakopee is for "...temporary seasonal events open to the general public." (City Code Chapter 11.70, Subd. 6) Please note, seasonal events are generally civic in nature and are not for promoting seasonal sales.

**Chamber &
Visitors Bureau**
Shakopee - Minnesota



Q: What about window signs?

A: Signage in windows is permitted as temporary signage; however, it may not occupy more than 50 percent of the available window area for the business. Permanent signs, such as "OPEN" signs, cannot occupy more than 10 percent of the window space. Please remember, permanent window signs are considered the same as a wall sign and count toward the total square footage of signage allowed for a business. Please note, illuminated window signs, such as an "OPEN" sign, must adhere to Chapter 11.70, Subd. 2 of the City Code, meaning they cannot blink, flash or rotate.



Q: I am constructing a new building for my business, what do I need to know before I have signage created?

A: Nearly all business signage requires a permit. Applications are available at City Hall or online at www.ci.shakopee.mn.us/planning_handouts.cfm (click Sign Permit). In general, businesses are allowed a certain square footage of signage based on the linear footage of the front of the building. Some businesses also may qualify to install signage on another side of the building depending on whether that side of the building faces the street or if there is a public entrance on that side. Again, the square footage of the sign would be determined based on the linear footage of the side of the building.



The exact square footage allowed for front and non-front signage would be determined by the zone in which the business is located (Commercial, Business, Industrial and Recreational) and the type of building being constructed (multi-tenant vs. single tenant). Information outlining the signage size and placement is available in Chapter 11.70 Subd. 9 and Subd. 10 of the City Code.

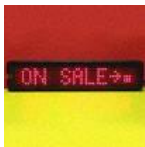
For more information about appropriate size, usage and placement of signage, contact the City's Planning Department at 952-233-9300 or email Planning@ci.shakopee.mn.us.

Q: Am I allowed to use a free standing sign on my property in addition to the signage on the building, and what are the requirements?

A: In most cases, businesses are permitted to have a freestanding or monument style signage on the property in addition to wall signage. However, the square footage of the sign and requirements vary based on the zone in which the business is located (Commercial, Business, Industrial and Recreational). Information outlining the signage size and placement is available in Chapter 11.70, Subd. 9 and Subd. 10 of the City Code. You also may contact the City's Planning Department at 952-233-9300 or via email at Planning@ci.shakopee.mn.us.

Q: We'd like to install an electronic sign on our business' property, what are the requirements/restrictions?

A: Message boards or illuminated signs with any flashing, blinking, revolving and moving messages or graphics are not permitted (Chapter 11.70, Subd. 2). However, a business may choose to use its wall signage or free standing signage allotment to install an illuminated sign, as long as the message does not change more than once in a 24 hour period.



Public Information Signs that convey information of general interest to the public (such as time, temperature, date, atmospheric conditions, or upcoming civic, community, cultural, social or athletic events) may change their messages once every 30 seconds. Public Information Signs are only allowed in conjunction with public buildings, public and private schools, churches and other place of worship, and public recreational facilities that are located in the Residential, Highway Business, Major Recreation, Business Park, Office Business and Industrial zones. The size and placement requirements of these signs are determined by the zone in which they are located. (Chapter 11.70, Subd. 8, Subd. 9, Subd. 10 and Ordinance No. 778).

Q: Our business is in a multi-tenant building with limited sign space because of the number of tenants. Are there any other alternatives we can consider that are not in violation of the City Code?

A: Please contact the City Planning staff to discuss your particular situation by calling 952-233-9300 or emailing Planning@ci.shakopee.mn.us. In certain cases, a business may consider applying for a signage variance or using nameplates. However, Planning staff could best advise you if one of these approaches would be appropriate.

Q: Can my business use a sandwich board to advertise an upcoming event?

A: Sandwich board signage is allowed with certain restrictions (City Code Chapter 11.70, Subd. 9). A sandwich board is defined as a sign with two single face areas that are attached on one end to make a triangular stance; however, it is not permanently affixed to the ground. It cannot exceed 12 square feet per sign face. The sandwich board must be placed in the sidewalk directly in front of the establishment, but it cannot interfere with pedestrian traffic. Sandwich boards may only be displayed during the regular hours of operation for the business. A signage permit is not required for sandwich board signage.



Q: What can I do if the city removes my sandwich board signage?

A: Signage that has been impounded by the City may be retrieved by calling City Hall at 952-233-9300 between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. The signage will be released after the impounded fee has been paid. Signage must be retrieved within 10 calendar days of the impoundment, or the City will dispose of the sign. The City may not be held liable for any damage to impounded signs. For more information on impounded signage or specific fees, please contact the City's Planning Division at 952-233-9300 (City Code Chapter 11.70, Subd. 11).

Q: What are the regulations regarding real estate signs and open house signs?

A: Real estate signs and open house and directional signs are allowed without the issuance of a temporary sign permit (City Code Chapter 11.70, Subd. 6). Unilluminated real estate signs are allowed in any City zones. In residential zones, the size of a real estate sign is limited to eight square feet, unless it is advertising an entire residential subdivision, then it may be up to 32 square feet in size. In non-residential areas, real estate signs may be up to 32 square feet. One sign is allowed per street frontage. Real estate signs that are eight square feet or smaller must be removed within seven days of the closing of the sale or lease transaction. However, signs larger than eight feet must be removed within seven days of the sale or lease or within one year, whichever is first.



Open house signs may be up to four square feet per side and may not exceed three feet in height. One open house sign is permitted per approach to the intersection. The sign must be located outside the 30 foot sight triangle for the intersection and it must be placed at least five feet from the edge of the street. Open house or directional signs may be displayed from 6 p.m. on Friday until 8 a.m. the following Monday.

Q: I believe that the size, shape, location or other characteristics of the property on which my business is located represent a special circumstance that would prevent the property from being reasonably used for commercial purposes, and that the characteristics of the property might be a reason for the City to grant us an exception to the signage ordinance. How should I proceed?

A: Please contact the City Planning staff to discuss your particular situation by calling 952-233-9300 or emailing Planning@ci.shakopee.mn.us. In certain cases, a business may consider applying for a signage variance. A Planning staff member could advise you on possible next steps.