

# MNCPCC Sign Posting Procedures

*PLEASE NOTE: MNCPCC contact info has been updated. Please update or replace previously used signs.*

## Overview

At the time an application is filed, the applicant will be required to acknowledge that he or she has read this sheet and understands how and where to post the required sign(s). Before the application is accepted, verification of posting has to be provided. Once posted, it is the applicant's responsibility to ensure that the sign(s) remain on the project site until a decision is made on the application.

## Sign Specifications

- Minimum size 36 inches x 48 inches (1,728 square inches).
- On .063 white aluminum with black lettering.
- Applicant or vendor should apply the specifications of the sample sign located on page 2 of this document. Download our [sign template](#).
- Applicant must insert the following on the sign(s) where appropriate:
  - Project name as it appears on the application
  - Type of plan (i.e. Preliminary, Site, Sketch, etc.) and Plan number as assigned at time of application
  - Project description as discussed with staff at the time of application
- Bottom of sign must not be less than 3 feet to the ground.
- Stakes (wood, steel, or other similar supports) should be driven approximately one (1) foot or to a depth that assures the sign remains upright.

## Instructions

The applicant is responsible for all costs associated with the sign posting requirements. The sign(s) should not be returned to the Planning Department.

A minimum of one sign must be placed along all adjacent arterial streets. Signs should be posted every 500 feet when a street frontage adjacent to a project exceeds that distance. The sign(s) must be placed parallel to the roadway.

The sign(s) must be placed on the property in the most visible location available in such a manner that landscaping or other obstructions do not impair the visibility of the sign(s) from the street. The sign(s) must not be placed on the public street right-of-way. The sign(s) should not be placed more than 10 feet behind the property line adjacent to the street.

The sign(s) must have a short project description developed between the planning staff and the applicant to include: number and type of dwelling units, a breakdown of commercial uses—office, retail, etc.—by square feet, the site size and site zoning. Intake Staff will create a QR code for the project and add it to the sign. Do not fabricate the signs until an approved template is provided by Intake Staff.

The Planning Department may vary any of the above guidelines where there are special circumstances in order to ensure that the sign(s) will be visible to the general public.