



PORTABLE SIGN PERMIT

Sign Owner: _____

Sign Address or Property Description: _____

Business or Event Advertised: _____

Zoning: _____ Sign Dimensions: _____

Sign Area: _____ Sign Height: _____

Placement Date: _____ Removal Date: _____

Cumulative Display Days for Business/Event Upon Removal Date: _____

For Office Use Only

Permit Fee: \$15.00: Permit Fee Paid: _____ Method of Payment: _____

- Yes No Sign Owner Licensed
- Yes No Proper Zoning (C, CM, M, P)
- Yes No On-Premise/Approved Community-Wide Event
- Single Tenant Site OR Multiple Tenant Site Less Than 6 Tenants More Than 6 Tenants
- Yes No Proper Size & Height (6' x 10' or 60 ft (sq); 8' in height from grade)
- Yes No Proper Setbacks

- Off Right-of Way
- Flashing Sign 100' from Residential Zoned Property
- "CO" District Signs 15' from Front Property Line on Designated Streets or 5' on Other Streets; 5' from Side Property Line on Designated Streets & 2.5' on other Streets
- Institutional Community Event Signs in Residential Districts 15' from Front Property Line and 10' from Side Property Lines.
- Other

- Yes No Proper Sight Triangle from Intersection (30' from Point of Curvature of Intersecting Street)
- Yes No Proper Sight Triangle from Driveway (24' from Curb and Driveways)
- Yes No Proper Access to Site
- Yes No Proper Time Frame Between Permit Periods
- Yes No Sign in Good Repair
- Yes No Placement Date Confirmed
- Yes No Removal Date Confirmed

Notes: _____

PORTABLE & HIGH IMPACT SIGN INFORMATION SUMMARY

License: \$100; good from date of purchase until the end of the calendar year.

Permit: \$15; A permit application should be filled out and filed with the City Planner's office at least 1 business day before the sign is to be placed. The city staff will contact the licensed sign owner with approval. Do not place a sign until approval is received. Permits can be emailed to lisa.sankey@westfargond.gov or faxed to 701-433-5319

Application Forms: Forms are available at our website: www.westfargond.gov. Please fill out all forms as completely, neatly, and accurately as possible. The more details you provide, the better we can prevent off-premise and setback problems. We will not take responsibility for incomplete forms.

Zoning: A zoning map is available at our website: www.westfargond.gov. Use this information to complete forms.

Setbacks: All setback requirements are listed on the permit. For clarification:

- **Right-of-Way:** public property. Property boundaries are marked by pins. Moore Engineering can provide more information on property lines.

- **"CO" district:** A zone defined on the zoning map requiring additional setbacks and other requirements. The "Designated streets" for the "CO" District include:

- 9th Street (from 13th Avenue East to 40th Avenue East)
- 13th Avenue (from Sheyenne Street to the East City Limits)
- 32nd Avenue East & West
- 40th Avenue East & West
- 52nd Avenue East & West
- Sheyenne Street (from 13th Avenue to 52nd Avenue)
- Cass County Highway #17 (from 12th Avenue North to 32nd Avenue North)

- **Residential district:** Zones R-1E, R-1A, R-1, R-2, R-3, R-4, R-5, and R-PUD. Only community wide events as approved by the Planning Office may have portable signs in these zones, and the sign must be on the site that the activity will be held. Signs in these zones must be located 15 feet from the front property line. If the property is a corner lot, the sign must be 10 feet from the side property lines.

Sight Triangles: Sight triangles apply to all portable signs. Sight triangles are measured as shown in the attached diagrams. The 30' triangle is for public streets, and the 24' triangle is for private driveways intersecting public streets.

Access: Do not drive across the bike path, sidewalk, or curb to place a sign. If you do not have means of proper access to a site, change the permit for a different location. If a sign cannot be removed on the date stated on the permit due to high winds, muddy conditions, or for other such reasons, please contact our office to inform us of the situation so the permit can be adjusted.

Total Days / Down time: Businesses are allowed 56 total display days per year. Records of total days accumulated by businesses and of sign display periods are kept at the City Planner's office. Portable signs must be down for 14 days between placement periods.

FOR MORE INFORMATION

If you have any further questions, please contact our office. You will be held responsible for knowing and understanding these regulations. Lack of knowledge will result in fines and possible suspension of license. Contact information:

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