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**APPLICATION INSTRUCTIONS**  
**Sign Building Permit**

This instruction sheet explains application requirements for signs. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available on the township website or from the town clerk. If you are unsure whether a sign requires a permit, contact the Eureka Town Clerk at 952-469-3736 or eureka@frontiernet.net.

**General Requirements**

Signs are governed by Eureka Township Ordinance 3, Chapter 8. You can get a copy of the ordinance from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

General requirements for signs are as follows:

1. Except as otherwise provided, no sign shall be erected, constructed, altered, rebuilt, or relocated, until a permit for the same has been issued by the Town Board.
2. Only official identification, directional control signs shall be allowed within the public right-of-way.
3. All on-site advertising signs with accumulative area larger than fifty (50) square footage shall require a Conditional Use Permit.
4. Accumulative square feet for on-site advertising signs shall not exceed two hundred (200) square feet.
5. Off-site advertising signs may be permitted in all districts as conditional uses but must adhere to the same conditions as stated in Section 5.
6. Signs may be illuminated by flashing, intermittent rotating or moving light, or lights as a conditional use.
7. In all districts, any lighting used to illuminate a lot or structure (including signs) thereon shall be arranged so as to deflect light away from adjacent lots and streets. The source of light shall be hooded or shielded so as to prevent beams or rays of light from being directed on any portion of adjoining properties or streets.

Sign permits shall not be required for the following (for specific limitations and regulations governing exempt signs, see Ordinance 3, Ch. 8, Sect. 2):

1. Name and address signs.
2. Decals.
3. Flags, emblems and insignia of government agencies, religious, charitable, public or non-profit organizations.
4. Handicapped parking space signs.
5. "Private drive" signs.
6. Public (government) signs.
7. Security and warning signs, such as "no trespassing," "no hunting," and "no soliciting."
8. Temporary real estate signs.
9. Garage or yard sale signs.

**Documents Required for a Complete Application**

To be considered complete, an application for a sign requires all of the following, unless waived by the Zoning Administrator:



1. Completed "Building Permit Application" form.

The following information shall be provided on page 2 of the application form under "Specific description of project or work to be completed" or on a separate sheet attached to the application:

- a. Type of sign (freestanding, wall-mounted, etc.)
  - b. Type of construction/materials
  - c. Wording on sign
2. Application fee, as set forth in Eureka Township Ordinance 7.
3. Proof of Ownership. Parcel ID will be used for verification of ownership; conflicts must be resolved with a proper deed.
4. Two (2) copies of a site plan showing the location of the proposed sign on the property (see "Building Permit, Land Use, and Zoning Procedures" handout for a list of other site plan requirements).

In addition, other permits may be required as follows:

- A conditional use permit is required for on-site advertising signs with accumulative area larger than fifty (50) square feet; signs illuminated by flashing, intermittent rotating or moving light, or lights; or off-site advertising signs.
- If the land parcel is located in the Dakota County Shoreland Zoning area, a Shoreland permit is required from the Dakota County Planning Department.