



# 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 (Commercial, Industrial, Public)

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 contacts listed below or faxed to 701-515-5001

**Application Forms:** Forms are available at our website: [www.westfargond.gov](http://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: [map.westfargond.gov](http://map.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.

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

- 9<sup>th</sup> Street East/Veteran's Boulevard (from 13<sup>th</sup> Avenue East to 40<sup>th</sup> Avenue East)
- 13<sup>th</sup> Avenue (from Sheyenne Street to the East City Limits)
- 32<sup>nd</sup> Avenue East & West
- 40<sup>th</sup> Avenue East & West
- 52<sup>nd</sup> Avenue East & West
- Sheyenne Street (from 13<sup>th</sup> Avenue to 52<sup>nd</sup> Avenue)

- **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 Director 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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