



# Sign Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

[www.co.hubbard.mn.us/environmental.htm](http://www.co.hubbard.mn.us/environmental.htm)

## FAQs:

### What requires a sign permit?

A sign permit is required for any off-premise sign. An off-premise sign advertises an establishment, merchandise, service, or entertainment which is not sold, produced, manufactured, or furnished at the property on which the sign is located.

On-premise signs (pertain to the use of the buildings/property on which they are located) do not require a permit. They must simply comply with the performance standards in the Sign Ordinance.

Temporary advertising signs (advertise something located on the same property as the sign and are not permanently affixed to the property) also do not require a permit. They must simply comply with the performance standards in the Sign Ordinance.

Exempt signs (e.g. garage sale, election, real estate signs) do not require a permit as long as certain performance standards are satisfied.

### Where can the sign regulations be found?

The Sign Ordinance is available for viewing on the County website at:

<http://www.co.hubbard.mn.us/Ordinances/Sign%20Ordinance%20No.%2034%20amendment%20%2007272011.pdf>. A copy of the ordinance can also be obtained from the Environmental Services Department.

### What if I want to place a sign along a state road?

First, you will need to contact MnDOT to obtain state approval of your sign. Then, for an off-premise sign, you apply for a County sign permit. For an on-premise sign, you simply follow the performance standards listed in the Sign Ordinance.

### What if I want to place a sign in a shoreland area?

The sign would have to comply with the Shoreland Management Ordinance structure setback and height regulations in addition to the Sign Ordinance regulations. Shoreland areas consist of land within 1000 ft of a classified lake and 500 ft of a classified river/stream.

### What is the Scenic Byway Overlay District?

The Scenic Byway Overlay District is intended to promote quality signage opportunities while protecting the special scenic qualities of the County's state designated scenic byway routes. There are two scenic byways in Hubbard County that comprise the overlay district: the Lake Country Scenic Byway and the Great River Road. Roads covered by this district are T.H. 34 from the Becker County Line to the Cass County Line; T.H. 71 from the T.H. 34 north junction to the west junction of T.H. 200; T.H. 200 from the west junction of T.H. 71 to the Clearwater County Line; and C.S.A.H. 2 from the Clearwater County Line to the Beltrami County Line.

### What signs are not allowed in the Scenic Byway Overlay District?

New off-premise signs are not allowed in the Scenic Byway Overlay District except for in the following limited areas: off-premise signs will only be allowed within one (1) mile of the city limits of the City of Park Rapids; one half (1/2) mile of the city limits of the City of Nevis and the City of Akeley; and one thousand (1,000) feet of the centerline of the junctions of T.H. 34 and T.H. 226, T.H. 34 and C.S.A.H. 4, T.H. 71 and C.S.A.H. 41, T.H. 71 and C.S.A.H. 18, and T.H. 71 and T.H. 113.



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## Application Fees:

Sign permit.....\$50.00  
 After-the-fact permits.....4x normal fee

Fees on denied applications are non-refundable.  
 Make checks payable to "Hubbard County Auditor/Treasurer".

## Instructions

1. If applicant is someone other than the landowner, an Authorized Agent form must be included that shows the owner has given the applicant permission to submit the application.
2. Check with your township officials to see if there are any township regulations that affect your proposed sign. If your township does regulate your sign, a copy of the township's written zoning approval of the proposed sign must be submitted.
3. Contact the road authority (township, County, or MnDOT) and ask for the right-of-way boundary location and ROW width at the proposed sign location because the sign MUST be outside of the ROW.
4. Check the Official Map of the Sign Ordinance (link below the online ordinance) to determine the functional classification of the road on which the sign will be located. The functional classification determines the sign size and spacing allowed along a given road.

Functional Class	Max. Size	Min. Spacing	Max. Height
Principle Arterial	400 sq ft	1000 ft	35 ft
Minor Arterial	400 sq ft	1000 ft	35 ft
Major Collector	150 sq ft	400 ft	25 ft
Minor Collector	65 sq ft	400 ft	15 ft
Local	65 sq ft	400 ft	15 ft

5. If the sign being proposed will affect a wetland and thus require review and approval through the Wetland Conservation Act (WCA), a copy of the written WCA decision on the proposed sign location must be submitted. Please contact the WCA Administrator at the Hubbard County Soil and Water Conservation District (218-732-0121) for information on how to go through this process.
6. Place four foot high stakes with red flags affixed to the top of the stakes where the sign posts will be located. This allows our staff to locate the sign location to verify it will comply with the ordinance.
7. Print out a color aerial photo map of your property using the County website GIS ([www.co.hubbard.mn.us](http://www.co.hubbard.mn.us) "property information: tax data and map system" link) and do the following:
  - a. mark an "X" where your sign will be located;
  - b. show the location of the edge of the road right-of-way;
  - c. show the sign's setback distance from the right-of-way;
  - d. show the sign's distance from the nearest sign on both sides of the sign; and
  - e. submit the photo with your application.
8. Provide a drawing of the proposed sign. It must either be "to scale" or show all the dimensions of all of its components. Show the height, support system, any lighting – i.e. all aspects of the sign.
9. Complete the application form and submit it to our department at the address shown above.

**Note: You are responsible for securing any other required local, state, or federal permits.**



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**This form must be legibly completed in INK.**

Applicant name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner name(s) (if different from applicant): \_\_\_\_\_

Mailing address: \_\_\_\_\_

E911 property address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tax parcel number: \_\_\_\_\_; Section: \_\_\_\_ Township: \_\_\_\_ Range: \_\_\_\_

Legal description: \_\_\_\_\_

Road along which sign will be located: \_\_\_\_\_

Road functional classification (from Sign Ordinance Official Map): \_\_\_\_\_

Will the sign have lighting? \_\_\_\_ If so, describe type: \_\_\_\_\_

Distance to nearest off-premise sign(s): sign to left of proposed sign (facing road) in ft: \_\_\_\_

sign to right of proposed sign (facing road) in ft: \_\_\_\_

Sign height (in ft): \_\_\_\_ # of sign faces (one or two-sided): \_\_\_\_ face dimensions (in ft): \_\_\_\_ W x \_\_\_\_ H

Sign face type: \_\_\_\_ electronic, fixed display      \_\_\_\_ non-electronic fixed display

\_\_\_\_ electronic, changing display

## Applicant Statement

I have read and fully understand the above instructions. I am the fee title owner of the above described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the permit in question. The applicant hereby certifies that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed variance application. The applicant hereby makes application for a variance agreeing to do all such work in accordance with all Hubbard County Ordinances. Applicant agrees that application, sketch or survey, and other attachments submitted herewith are true and accurate. Applicant agrees that, in making application for a variance, applicant grants permission to Hubbard County, at reasonable times to enter landowner's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the variance and/or accompanying permit based upon the supplying of inaccurate information.

Signature of applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

## Application checklist – All of the following items must be submitted together at one time.

Separately submitted items will NOT be accepted.

1. complete, signed application form.
2. authorized agent form, if applicable.
3. copy of written township zoning approval, if applicable.
4. copy of written WCA approval, if applicable.
5. drawing of proposed sign either "to scale" or showing all dimensions.
6. aerial photo of property with sign location shown.
7. payment for the application fee.