



# APPLICATION FOR PORTABLE SIGN

Please return application to:

City of Albert Lea  
Community Development 221  
East Clark St.  
Albert Lea, MN 56007

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Permit #: \_\_\_\_\_

Owner of sign \_\_\_\_\_ Address \_\_\_\_\_ phone \_\_\_\_\_

Owner/Business Address -this will be location of where the sign will be placed

Owner/Business phone number \_\_\_\_\_ Email \_\_\_\_\_

Applicant/Installer \_\_\_\_\_

Applicant/Installer Address \_\_\_\_\_

Applicant/Installer phone number \_\_\_\_\_ Email \_\_\_\_\_

Size of Sign (portable signs must not exceed 32 square feet in area per side)

Dates Sign Displayed: from \_\_\_\_\_ to \_\_\_\_\_ (30 day maximum)

Applicant/Owner: \_\_\_\_\_ Date \_\_\_\_\_

**Signatures: I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Albert Lea Sign Ordinance.**

**Permit Fee is \$60.00**

**THIS PERMIT IS SUBJECT TO THE FOLLOWING REGULATIONS:**

**Portable signs.** Locations located within the B-2, B-4, I-1, I-2, and IDD districts may be permitted to have a portable sign at the site on which the portable sign is to be located. Special provisions apply to the B-3 Central Business District. The location shall apply for a portable sign permit through the City's Building Inspection Department. There may have up to three permits within a year. A portable sign permit shall expire thirty (30) days from the date the permit is issued and the sign shall be removed. The permit shall be attached to the sign. The location of portable signs is subject to the following:

1. No portable sign shall be placed or located off-site from the business that obtained the permit and the sign is promoting.
2. No portable sign shall be placed or located in such a manner that prevents the driver of a vehicle from having a clear and unobstructed view, from an adequate and safe distance, of any official sign or approaching or merging traffic.
3. No portable sign shall be placed in any public right of way or other public land.
4. No portable sign shall be placed in any way that inhibits access or egress from a business parking area, building, or public land or street.
5. No portable sign shall be placed or located in such a manner as to materially impede the view of any street or highway intersection or in such a manner as to materially impede the view of the intersection of a street or highway with a railroad crossing.
6. No portable sign shall exceed thirty-two (32) square feet in area per side.
7. No portable sign shall exceed eight (8) feet in height above the ground area. The height shall include the structure or vehicle on which the sign is mounted.