DYNAMIC DISPLAY SIGN REQUIREMENTS

Maplewood City Code Sec. 44-743 requires an annual license for all Dynamic Display Signs operated in the City. Dynamic Display Signs are permitted for:

1. **Institutional and Public Uses**
   - *Institutional* or *public uses* means uses such as public schools, fire stations, libraries, water system facilities, religious institutions, cemeteries, private schools, and other city, county, and state-used and owned properties.

   - A Comprehensive Sign Plan must first be applied for and approved by the Community Design review Board. Upon approval, an application for a Dynamic Display license AND Sign permit must be submitted.

2. **Properties zoned Business Commercial (BC) and Manufacturing (M1, and M2)**
   - A Comprehensive sign plan *NOT* required. Please submit an applicaton for a Dynamic Display license AND Sign permit

To determine if your property is zoned to allow the use of a dynamic display sign, please contact (651) 249-2302, or look up the property on the interactive zoning map.

Apply for Dynamic Display Sign License

Dynamic Display Sign license applications are processed by the City Clerk's Office for issuance and annual renewal. Application for a Dynamic Display Sign license has been transitioned to an online licensing system (Accela) and is available for access via the Citizen Access portal.

Guide to Using the Citizen Access Portal

Please use the reference guides below to assist you in registering for an account and applying for a license. If you need additional assistance please contact the City Clerk's office at 651-249-2005.

- Registering for an Account
- Applying for a License

Expiration/Renewal
License term runs August 1 through July 31, annually. Prior to expiration of the license, notification of renewal will occur through email and licenses may be renewed online via the Citizen Access portal.