



City of Maplewood
Community Development Department
1830 County Road B East | Maplewood, MN 55109
(651) 249-2300 | www.MaplewoodMN.gov

Fee: \$500

COMPREHENSIVE SIGN PLAN

Comprehensive sign plans shall be provided for the following:

1. Any non-residential property with five (5) or more tenants on the site or any multiple-story buildings with two (2) or more tenants in the building.
2. All permitted institutional or public uses.
3. All developments approved as a planned unit development.
4. Large campuses consisting of buildings and land of ten or more acres.
5. Shared signs that serve both the parcel on which they are placed and an adjacent parcel.
6. Dynamic display wall signs (also refer to section 44-739 - dynamic display signs).
7. Long-term exemptions to temporary window and banner signs (also refer to section 44-737 - signs exempt from regulations in this section).
8. Temporary signs on park-designated land in the Maplewood Comprehensive Plan (also refer to sections 44-737 and 44-738).
9. Murals.
 - Murals shall only be permitted within non-residential districts. A comprehensive mural plan is required for approval following the requirements of section 44-742 and shall meet the following standards:
 - Murals shall be maintained in good repair, free from peeling paint or damage to age, weather, or vandalism. Removal of a mural must be accomplished by physical removal from a wall and/or by covering the mural completely with paint. The mural must be rendered completely invisible while maintaining the structural and architectural integrity of the structure.
 - Murals shall be composed of permanent materials and applied only to permanent surfaces. Murals may not be applied to any fabric or temporary surface.
 - Murals shall be allowed only on building facades that face a side or rear property line.
 - Murals with the following features shall not be allowed:
 - Moving parts, including solar-, wind-, or water-driven devices.
 - Projections from the wall surface.
 - Words (in any language), symbols, or representations that are obscene, offensive, of a political nature, or are derogatory.
 - Representations that imitate or appear to imitate any official traffic sign or device to direct the movement of traffic.
 - Colors that are predominantly fluorescent, metallic, or reflective.



City of Maplewood
Community Development Department
1830 County Road B East | Maplewood, MN 55109
(651) 249-2300 | www.MaplewoodMN.gov

COMPREHENSIVE SIGN PLAN FILING REQUIREMENTS

Please email the following upon submission of your online application unless waived by the Community Development Director. Applications will not be deemed complete until all supporting documentation and payment have been submitted:

1. [Property Owner Authorization form](#) (if the application is submitted by someone other than the property owner).
2. A written application narrative explaining your proposal.
3. An Adobe (.pdf) file of all application documents and reports, including project plans and written narrative, 8 ½" x 11" in size.
4. Five (5) printed copies of all project site plans drawn to scale, 11" x 17" in size.
5. Location, size, height, color, lighting, and orientation of all signs and/or murals
6. A site plan or survey showing the location of all proposed and existing signs on the property and sign elevations showing the size, height, color, lighting, and orientation of all signs and/or murals.
7. Design sketch and photos of the proposed site (comprehensive mural plan, only)
8. Exceptions to the regulations of Sec. 44-732 may be permitted as follows:
 - a. For sign areas, densities, and dynamic display changeover rates for the plan as a whole if the signs are in conformity with the intent of Sec. 44-732,
 - b. If the exception results in an improved relationship between the various parts of the plan,
 - c. If it encourages and promotes the removal of nonconforming signs through the use of shared signs,
 - d. If for long-term exemptions to temporary window and banner signs, the comprehensive sign plan shows that there are unusual circumstances with the request.
9. Application fee of \$500. **This fee is non-refundable.** Payment by credit card can be made upon submission of the online application (a 2.5% convenience fee applies). If you choose not to pay by credit card you may select 'Pay Later' and submit the application; however, a check payment must be submitted to the address above to complete the application.

Michael Martin, AICP
Assistant Community Development Director
Michael.Martin@MaplewoodMN.gov
651-249-2303

Elizabeth Hammond
Planner
Elizabeth.Hammond@MaplewoodMN.gov
651-249-2302



City of Maplewood
Community Development Department
1830 County Road B East | Maplewood, MN 55109
(651) 249-2300 | www.MaplewoodMN.gov

COMPREHENSIVE SIGN PLAN PROCEDURE

1. Submit the application using the Accela Citizen Access (ACA) portal at www.maplewoodmn.gov/ACA.
2. Once the City considers your application(s) complete, it may take 60 to 120 days to process.
3. City staff will schedule a meeting with the Community Design Review Board (CDRB) after preparing a report and recommendation. The CDRB meets on the third Tuesday of the month at 6 p.m.
4. The CDRB shall review comprehensive sign or mural plans. The CDRB's approval shall be final unless the applicant, staff, or City Council appeals the CDRB's decision.
5. The applicant, staff, and city council may appeal the community design review board's decision. An appeal shall be presented to the administrator within 15 days of the board's decision to be considered by the city council.