

# ROSEVILLE

COMMUNITY DEVELOPMENT  
2660 Civic Center Drive ♦ Roseville, MN 55113  
Phone: (651) 792-7005



## MASTER SIGN PLAN APPLICATION

CITY CODE SECTION 1010.03  
www.cityofroseville.com

- RESIDENTIAL APPLICATION FEE: \$250 + \$5.00\*  
 COMMERCIAL APPLICATION FEE: \$350 + \$7.00\*

*Fee should be made payable to City of Roseville upon submittal of application.  
\*2% processing fee (or \$2.00 minimum) is added to all permits as of January 1, 2018.*

Please complete the application by typing or printing in ink. Use additional paper if necessary.

### 1. Property Owner Information:

Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### 2. Applicant Information: (if different from above)

Company name: HAMLIN TOWN OFFICE ASSOCIATION  
Last name: PEARSON First name: RONALD  
Address: 2585 HAMLIN AVE N #F City/State/Zip: ROSEVILLE  
Phone number: 651-724-7947 Email address: RON.PEARSON@ALLSTATE.COM

### 3. Address of Property Involved: (if different from above)

### 4. Additional Required Information:

- a. Site plan illustrating on-site improvements and location of proposed signage  
b. Sign details including sign dimensions, area calculations, and construction specifications for each sign being contemplated, as well as elevations showing wall signs and/or freestanding signs as appropriate

### 5. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

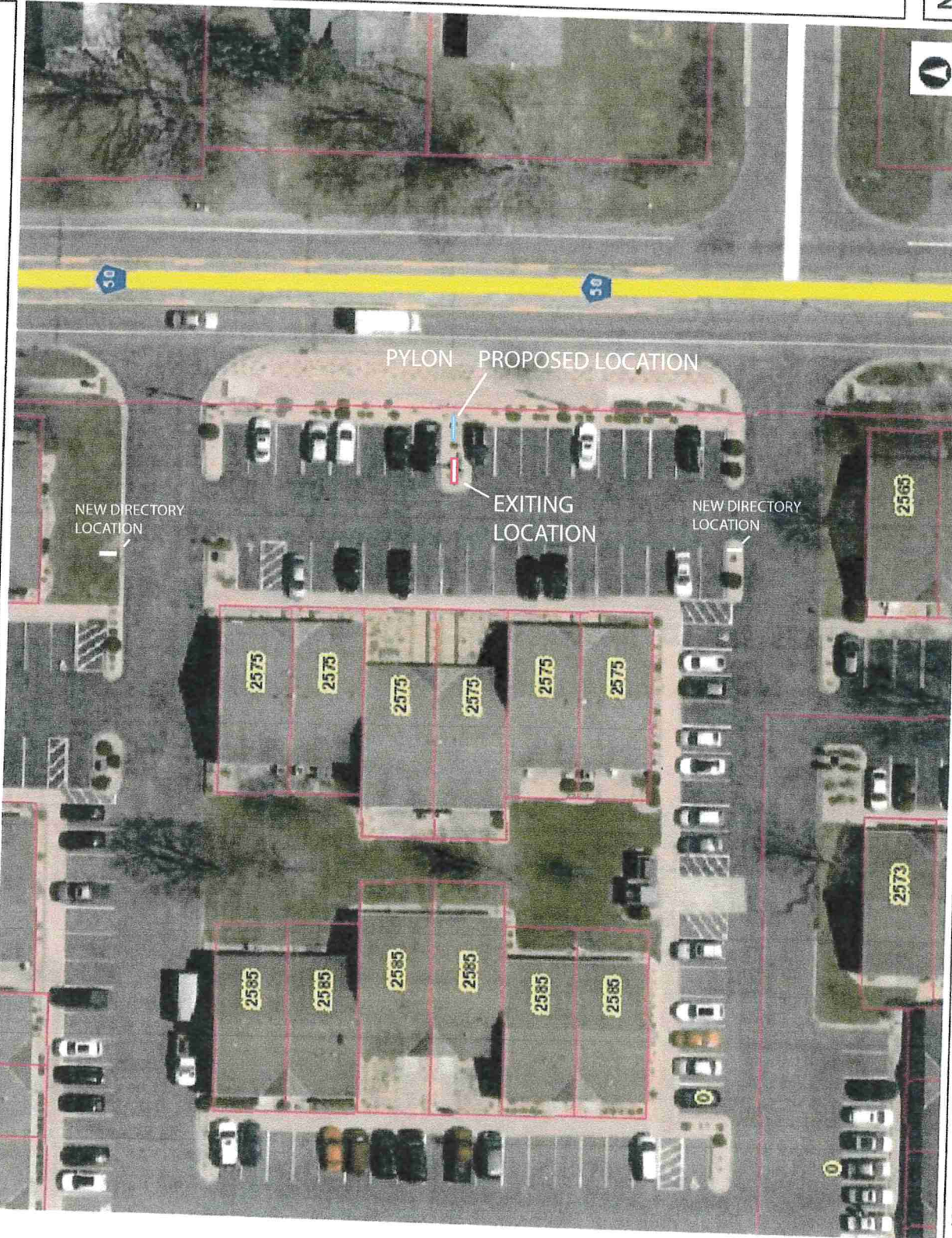
Property Owner: \_\_\_\_\_

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

Applicant: Ronald Pearson

Date: 10/9/2018

PRESIDENT OF ASSOCIATION



**Legend**



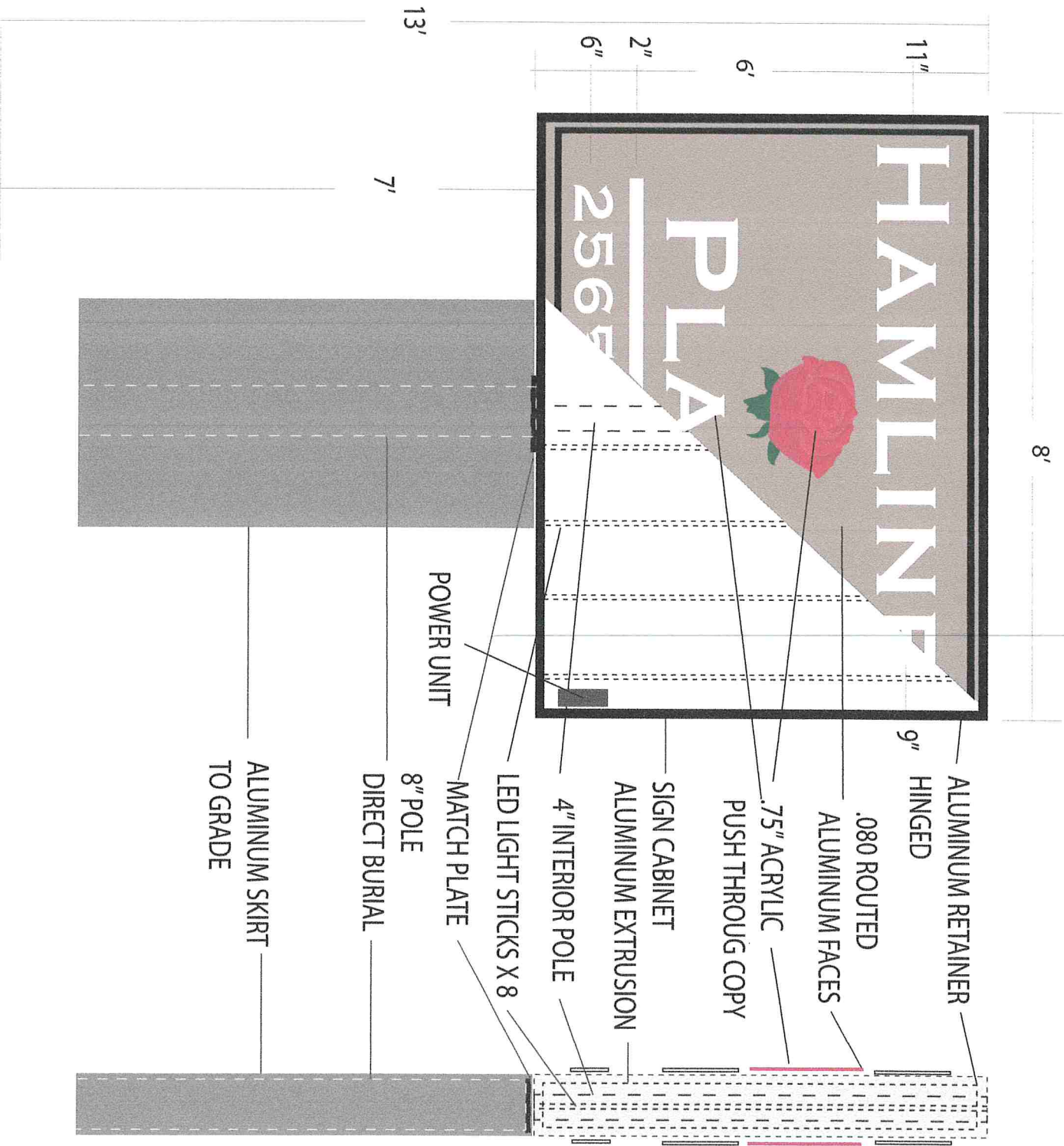
- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

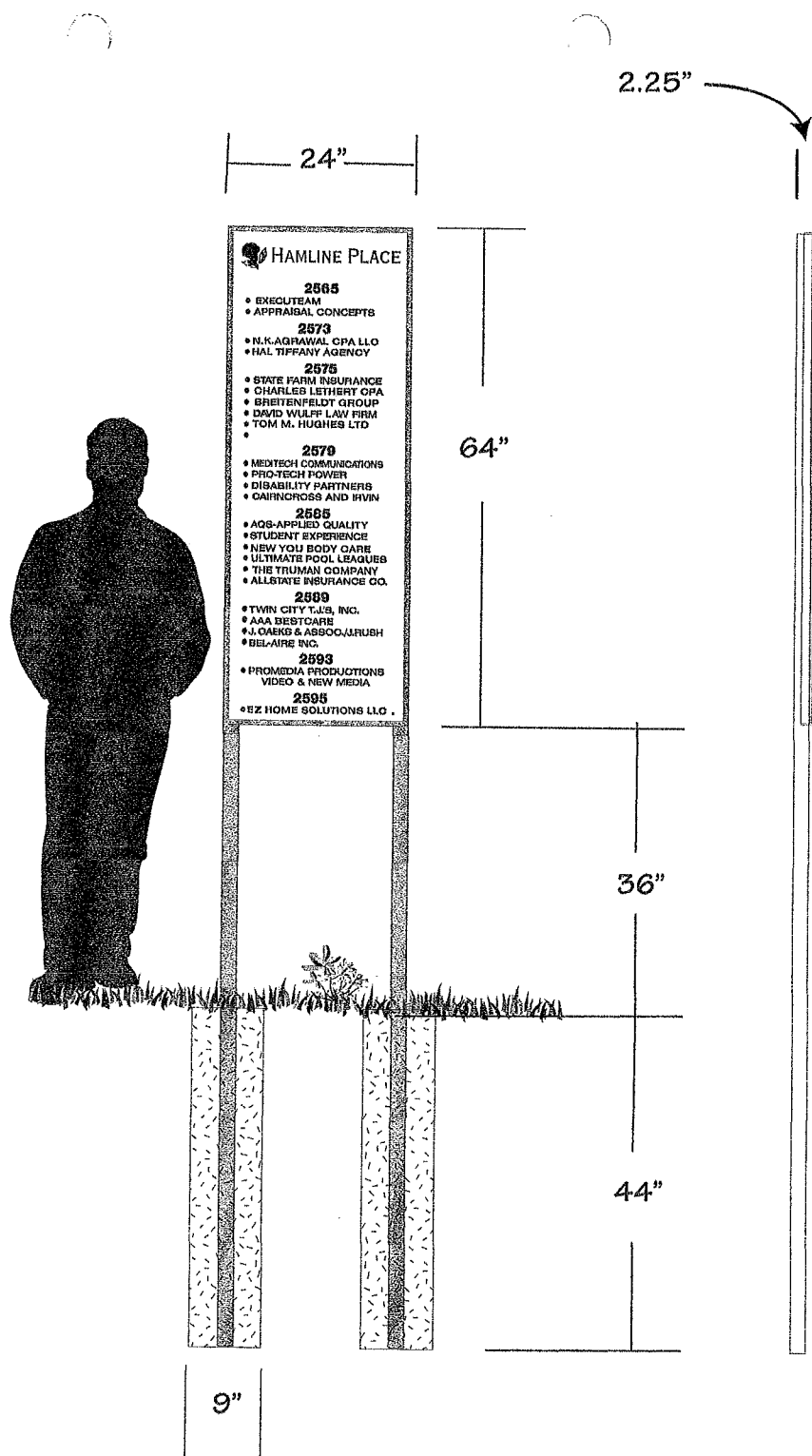
**Notes**

Enter Map Description

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

100.0 0 50.00 100.0 Feet





2" SQUARE ALUMINUM TUBE FRAME WITH 1" "F" RETAINER. NON-GLARE ACRYLIC VANDAL COVER  
 STEEL BACK PLATE WITH WHITE MAGNETIC TENANT STRIPS. BLACK REFLECTIVE VINYL  
 TENANT COPY .85" TALL.

2565-2595  
Hamline Ave

MSP18-001

City of Roseville  
651-792-7000

10/12/2018 3:50 PM  
Receipt No. 00557184

signplan  
Master Sign Pl  
an 357.00

-----  
Receipt Total 357.00

Cash 0.00  
Check 357.00 Check #3123  
Charge 0.00

Hameline Town Office Plaza

Cashier: Dawn.finken  
Station: RVFIN801

City of Roseville  
651-792-7000

MSP18-001

10/12/2018 3:50 PM  
Receipt No. 00557184

signplan  
Master Sign Pl  
an 357.00

-----  
Receipt Total 357.00

Cash 0.00  
Check 357.00 Check #3123  
Charge 0.00

Hameline Town Office Plaza

Cashier: Dawn.finken  
Station: RVFIN801



COMMUNITY DEVELOPMENT DEPARTMENT

July 18, 2019

Attn: Ronald Pearson  
Hamline Office Plaza  
2585 Hamline Avenue  
Roseville, MN 55113

**Re: Hamline Office Plaza - Master Sign Plan**

On November 29, 2018, the City of Roseville held the administrative hearing regarding the proposed Master Sign Plan for Hamline Office Plaza. No citizens were present and members of the Master Sign Plan Committee did not have any questions or concerns regarding the proposed signage plan.

The MSP Committee hereby approves the following as the MSP for 2565 – 2595 Hamline Avenue - Hamline Office Plaza:

**WALL SIGN REQUIREMENTS**

- Each unit will be permitted to have 44 square feet of wall signage (25 times 1.75 = 44), while the Association Board will be allowed a discretionary amount of 313 square feet of signage to be used on the 10 building sides that address the interior road network (25 times 1.25 x 10 = 313).
- Advertising, flashing, pulsating, rotating light (or lights), rooftop, banners, mobile signs, and portable signs shall be prohibited, as well as other prohibited signs covered under Section 1010 of the Roseville City Code.
- Wall signs (including identity logos and/or symbols) shall be custom cabinets, individual, or channel letters, that may be illuminated (preferably LED).
- Sign material shall be limited to metal and acrylic with UV inhibitors. All materials shall be made of high-quality durable materials and finishes, and be of the highest quality fabrication.
- Wood, stone or masonry signs shall also be permitted in place of the above types of wall signs.
- Wall signs shall not exceed 30 inches in height.

**FREESTANDING SIGN REQUIREMENTS**

- The existing freestanding sign will be allowed to be replaced and relocated closer to the front property line, subject to the follow requirements:
  - The minimum setback from the front property line shall be three feet.
  - The maximum height of the sign shall be 20 feet.
  - The maximum square footage of the illuminated cabinet shall be 50 square feet.
  - The design shall be a pole sign with skirting of the pole.



**OTHER REQUIREMENTS**

- Freestanding leasing signs are prohibited, however leasing signs no greater than 24 square feet can be installed to the front or side of a vacant unit.
- The City will allow Annual Signs, per the Code.
- A sign permit is required for the installation of all signs on the premises.

Should you have any questions or comments, regarding temporary signs, please feel free to call or email me at 651-792-7074 or [thomas.paschke@cityofroseville.com](mailto:thomas.paschke@cityofroseville.com).

*Respectfully,*

**CITY of ROSEVILLE**



Thomas Paschke  
City Planner