



OFFICE OF COMMUNITY DEVELOPMENT

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

APPLICATION FOR A TEMPORARY SANDWICH BOARD SIGN PERMIT

Sandwich board signs are permitted throughout the City provided the City is held harmless and blameless for any damages or injury resulting therefrom. Approval of a Temporary Sandwich Board Sign Permit is necessary before any signs can be placed. If the sandwich board sign is to be placed within the public right-of-way (in other words on public property), proof of insurance must be submitted to the Community Development Office no later than April 1st of each year.

Applicants are encouraged to consult with the Community Development Office prior to purchasing a sandwich board sign. Sandwich board signs should be consistent with the character of Dexter, with features such as being hand painted, carved, or using unique materials such as finished wood, metal or chalkboard. *Plywood is not permitted.*

Applicant Name: _____ Phone: _____

Applicant Address: _____

Desired location of the sandwich board sign (please include a map or picture of the proposed location):

Dimensions of the sandwich board sign (please include a scaled down drawing of the sign): _____

Please initial in front of the following statements to indicate that you have read and agree to conform to the requirements of the ordinance for the use of sandwich board signs.

_____ Temporary signs shall have a maximum height of 4 feet and a maximum width of 2 feet.

_____ Only one sandwich board sign will be placed, and it will be placed directly in front of the building. If tenants share the building, and both wish to use sandwich boards, arrangements will be made between the tenants. Sandwich board signs are not permitted on landscaped areas maintained by the City.

_____ Sandwich board signs may only be placed during the hours of operation. Failure to remove the sign after hours will result in an issuance of a \$100 fine. Fines must be paid before the sandwich board sign may be placed again.

_____ Signs must be stable and self-supporting. It is the responsibility of the sign owner to remove the sign during inclement weather. The City accepts no liability for any injury or damage caused by a sidewalk sign. \$1,000,000 of general liability insurance, naming the City of Dexter as additionally insured, must be submitted along with this permit application for sandwich board signs proposed for placement on public property.

