



**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 1<sup>st</sup> 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.

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\_\_\_\_\_ Illumination of sandwich board signs is not permitted.

\_\_\_\_\_ Sandwich board signs will be kept in good condition.

**Hold Harmless Agreement:** To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay in behalf of, indemnify, and hold harmless the City of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Dexter, against all claims, demands, suits, or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the City of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Dexter, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

*The applicant acknowledges that sandwich boards placed on City of Dexter property require insurance and that the insurance must be updated with the City by April 1<sup>st</sup> of each year. If the proposed location of the sandwich board is not on City property, then the property owner must also sign the application.*

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**Staff Review:** Fee: \$25 Date Received: \_\_\_\_\_ Receipt # \_\_\_\_\_

The application for issuance of a sandwich includes the following:

	Completed application, including property owner and applicant signatures, if applicable.
	The hold harmless agreement is filled out and signed, and proof of insurance (if applicable) has been provided.
	The permit fee has been paid and standards for issuance have been met.

Approved

Denied

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

APPROVED OR DENIED BY: \_\_\_\_\_

REASONS FOR DENIAL: \_\_\_\_\_

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APPROVAL STAMP: