



Sandwich Board Sign Application

It shall be unlawful for any person to erect, alter, display, relocate, or maintain any sign or other structure designed to display a message without first submitting an application with the required application fee.

The fees associated with a Sandwich Board Sign Permit Application are as follows: \$ 25.00 (waived for 2019)

Applicants are asked to complete the Sandwich Board Sign Application in its entirety and forward it to the Zoning Administrator as part of the permitting process.

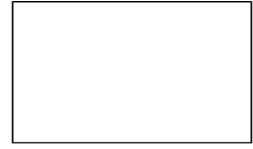
Once the Sandwich Board Sign Application and supporting materials are determined to be administratively complete, the City will act on the application.

You may submit this form to staff at City Hall located at **66 S. Main St., Cedar Springs, MI 49319**, Monday thru Thursday 7:30 am to 5:30 pm. You may also place this application with appropriate payment in the dropbox located in front of City Hall or mail to **City Hall, P.O. Box 310, 66 S. Main St., Cedar Springs, MI 49319**.

SANDWICH BOARD SIGN PERMIT APPLICATION INFORMATION

1. *Sandwich board signs.* *Sandwich board or portable A-frame signs are permitted in the B-1, B-2, B-3, MU, and H-C Districts subject to the following requirements:*
 - a. *The sign may be placed within the public right of way on a public sidewalk but not within any public street vehicle travel lane.*
 - b. *The sign may be located outside of the business it serves but shall be located, no more than ten feet from the customer entrance to the business, be a minimum of two feet from the edge of the curb, and be located so that at least a five-foot-wide un-obstructed walkway is maintained.*
 - c. *One sign per customer entrance shall be permitted regardless of the number of tenants on the premises.*
 - d. *The sign may be displayed only during operating business hours.*
 - e. *Each sign shall not exceed an overall height of 60 inches and an overall width of 36 inches.*
 - f. *No sign shall be located in such a manner as to interfere with vehicular or pedestrian traffic flow or visibility.*
 - g. *All signs must be constructed of weatherproof, durable material and kept in good repair.*
 - h. *The sandwich board sign shall not be illuminated in any manner.*
 - i. *Sandwich board signs within the public right-of-way may be moved/removed by the city for municipal purposes (i.e., code enforcement, snow removal, traffic issues, maintenance, etc.).*
 - j. *All sandwich board signs must be marked in such a way as to identify the owner of the sign or the party responsible for placement of the sign. Such information must be readily identifiable upon reasonable inspection.*
 - k. *Sandwich board signs placed on public property require that a commercial general liability insurance policy name the City as additionally insured in an amount not less than \$1,000,000.00.*

Individuals wishing to receive assistance in completing the Sandwich Board Sign Application are asked to contact City Hall at 616.696.1330.



Office Use

Sandwich Board Sign Permit

Applicant: _____ Date Submitted: _____

Business name and address: _____

Is Applicant the owner of property where sandwich board sign is to be located? Yes No

Daytime Phone Number: (____) _____ - _____

E-mail: _____

Mailing Address: _____

Preferred method of contact: E-mail Phone Mail

1. How big will the sign be (height and width)? _____

2. I have provided a photograph or accurate drawing of the proposed sign: Yes No

3. Will the sign be made out of a weatherproof and durable material? Yes No

4. I intend to place the sign on *public property*- or *private property*-

5. If I intend to place the sign on public property I have provided the City the required commercial insurance policy naming the City as additionally insured: Yes No

6. I acknowledge that this permit is only good until December 31st of the year that it was issued and must be renewed for the subsequent year: Yes No

Applicant's Signature: _____

BY SIGNING THIS FORM I ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF KNOWLEDGE AND THAT I INTEND TO ABIDE BY THE REQUIREMENTS OF THE SANDWICH BOARD ORDINANCE. I UNDERSTAND THAT THIS PERMIT MAY BE REVOKED IF I FAIL TO FOLLOW THE ORDINANCE REQUIREMENTS, I FURTHER PROMISE TO INDEMNIFY THE CITY FOR ANY CLAIMS ARISING OUT OF MY SANDWICH BOARD SIGN

City Employee Receiving Application: _____

Zoning Permit Authorization: Yes No Date: ____/____/____

Zoning Administrator's Signature: _____

Fee Paid: Sandwich Board Sign \$ 25.00 (waived for 2019)

This form shall serve as the Sandwich Board Sign Permit

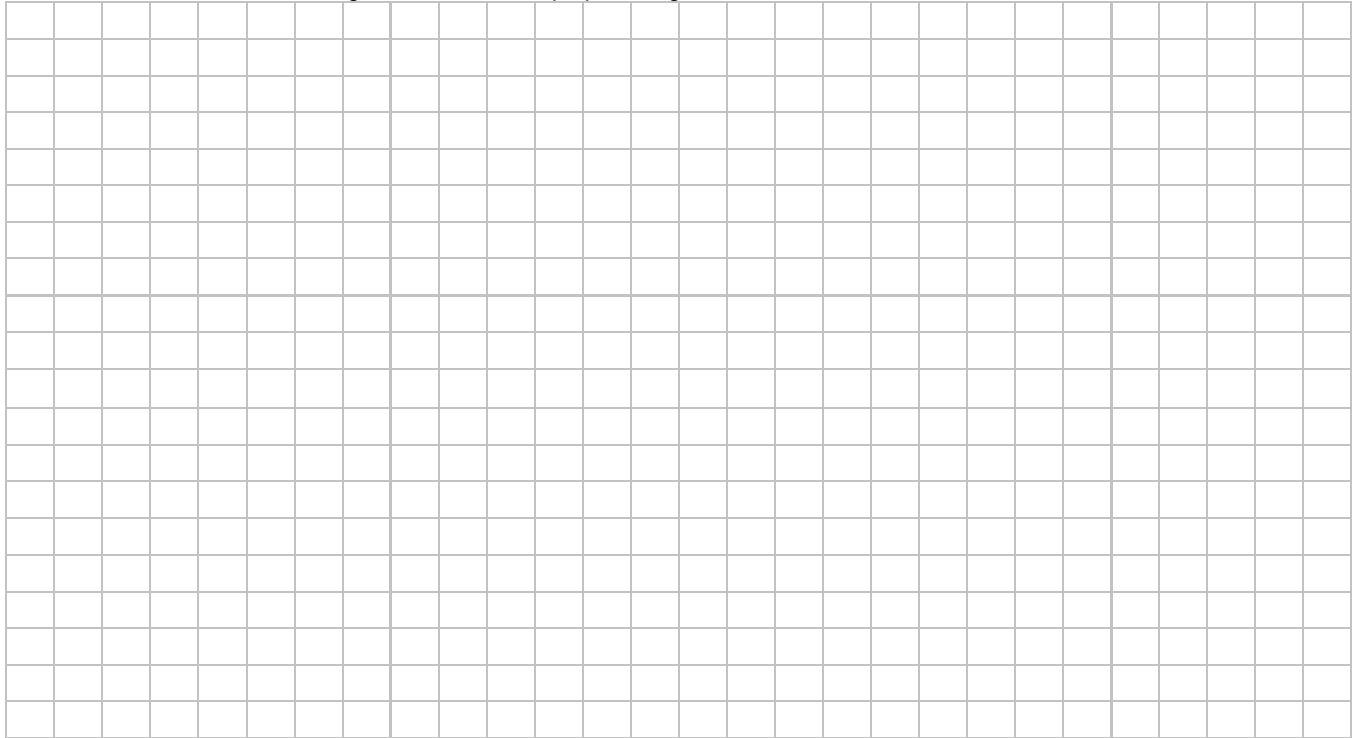
City of Cedar Springs Sandwich Board Permit - Sketch

- A complete and accurate drawing is required for all sandwichboard signs.
- Applicant may attach their own separate photograph or drawing or use the scale below.

Address: _____ Zoning District: _____

Please show:

- A likeness of the proposed sign
- The dimensions of the height and width of the proposed sign



EXAMPLE:

