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SANDWICH BOARD SIGN PERMIT APPLICATION

Note: Any information supplied on this form will be considered public according to the Minnesota Government Data Practices Act.

Sandwich board signs are self-supporting A-shaped or freestanding temporary signs with two visible sides that are situated adjacent to a business, typically on a sidewalk and contains commercial speech.

SITE	Property Address _____ Zone _____ Business Name _____ Phone _____
APPLICANT	Name _____ Home Phone _____ Other _____
OWNER	Name _____ Home Phone _____ Other _____

I understand and agree to abide by the regulations as established by City Ordinance (below). This permit is good through December 31st of the year of application. I indemnify the city of any liability for placement of the sign on any public right-of-way.

_____ _____

APPLICANT'S SIGNATURE **DATE**

City Ordinance Excerpt 119-4 (9) (Temporary Signs)

Sandwich board signs in the downtown area are permitted subject to the following regulations:

a. The maximum area shall be 12 square feet per side of sign with the maximum height being four feet.

b. Only one sandwich board sign per business per street frontage shall be permitted. Signage shall be located directly in front of or adjacent to the building that contains the business that is being advertised. Placement on the sidewalk in front of the building or along the curb is permissible.

c. Sandwich board signs shall not be placed so as to cause the width of the sidewalk to be reduced below four feet in width, nor shall they be erected or maintained in a manner that prevents free ingress or egress from any door, window or fire escape, nor shall they be attached to any standpipe or fire escape.

d. A temporary sign permit is required prior to the installation of the sign. Only one temporary sign permit for a sandwich board sign is allowed per business and is not transferable. The permit would be valid for one calendar year beginning January 1, and ending December 31. If the sign is to be located within the right-of-way, business owners shall sign a disclaimer that indemnifies the city of any liability for use of said public right-of-way.

e. A sketch including dimensions, content, and location of the sandwich board sign must be attached to the permit application. Changeable copy is permitted on sandwich board signs. The permit application must be approved and signed by the planning and building inspection department before the sandwich board sign may be displayed.

f. Each business owner is responsible for attaching a copy of the approved permit or permit number to the sandwich board. ***(It may be located on the underside of the sign.)***

g. Sandwich board signs shall not be illuminated; shall not contain moving parts; only be displayed during business operating hours, except those located on private property; be removed from public sidewalks if there is any snow accumulation, the sign may not be replaced until the snow is removed.

h. Sandwich board signs placed in violation of this section will result in immediate removal of the sign.

i. Sandwich board signs within the public right-of-way may be moved/removed by the city for municipal purposes (i.e., snow removal, traffic issues, maintenance, etc.).