

**VILLAGE OF DEXTER
TEMPORARY SANDWICH BOARD SIGN PERMIT**

Date Received _____

Receipt # _____

Fee \$25.00 (first time only) (Annual submittal of updated insurance REQUIRED)

CHECK ONE:

FIRST SUBMITTAL _____

SUBSEQUENT SUBMITTAL _____

Sandwich board signs are permitted throughout the Village, provided the Village is held harmless and blameless for any damages or injury resulting there from, and may be erected in the public right-of-way with approval of this permit and the required information. Applications for sandwich boards requiring insurance must be submitted annually and are valid from April 1- March 31. Prior to using a sandwich board an approved application must be on file. Applicants are encouraged to consult with the village prior to purchasing a sandwich board sign.

Applicant/Business Name

Phone / Fax

Applicant Name, Address, City, State, Zip

Phone/Fax

Desired Location of Sandwich Board Sign (Please include a map or picture of proposed location)

Dimensions of Sandwich Board Sign (please include scaled drawing of the sign)

PLEASE INITIAL THE FOLLOWING INDICATING THAT YOU HAVE READ AND AGREE TO CONFORM TO THE REQUIREMENTS OF THE ORDINANCE FOR THE USE OF SANDWICH BOARD SIGNS:

Initial

_____ Temporary signs shall have a maximum height of 3 feet and a maximum width of 2 feet.

_____ Sandwich board sign will be placed directly in front of my building/store and only 1 sandwich board sign will be in front of the building. If tenants share the building, both wishing to use sandwich boards, arrangements will be made among the tenants. Sandwich board signs are not permitted on landscaped areas maintained by the Village of Dexter.

_____ Sandwich Board signs are only permitted during hours of operation. Failure to remove the sign after hours will result in the issuance of a \$100 fine. Fines must be paid prior to the continued use of a sandwich board sign.

_____ Sandwich board signs are encouraged to use signage consistent with the character of Dexter, including hand painted, carved, and unique signage, such as finished wood, metal or chalkboard material. Plywood is not permitted.

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

_____ Illumination is not permitted.

_____ All sandwich boards shall be kept in good condition. A picture or example of the sandwich board sign should be provided for inspection.

Hold Harmless Agreement

To the fullest extent permitted by law, _____ agrees to defend, pay in behalf of, indemnify, and hold harmless the Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village 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 Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village 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.

By signing the applicant acknowledges that sandwich boards placed on Village of Dexter property require insurance and that the insurance must be updated annually with the Village by October 1st.

Date: _____ Print Applicant Name: _____

Signed: _____

If the proposed location of the sandwich board is not on Village property (right of way), the property owner must sign the application.

Property Owner (Print)

Property Owner (Signature)

Owners Name, Address, City, State, Phone, Fax

FOR OFFICE USE ONLY

Standards for issuance of a sandwich board permit shall include the following:

1. Completed application, including property owner's signature, if applicable.
2. Hold Harmless and insurance must be completed and submitted, if applicable.
3. Permit fee paid. Insurance requirements met, if applicable.

Date Approved _____ Denied _____ with the following contingencies:

Approved or Denied by: _____ Date _____
Community Development Manager

REASON FOR DENIAL:

APPROVAL STAMP