



**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 with this application.

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.***

Name of Business Represented by Sandwich Board Sign: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Owner Email: \_\_\_\_\_ Business Website: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(If different from Business Owner)

Applicant Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_  
(If different from Site Address)

Property Owner Email: \_\_\_\_\_

Proposed location of the sandwich board sign (Include a map or picture of the proposed location):  
\_\_\_\_\_

Sandwich board sign dimensions (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 must be made between the tenants. Sandwich board signs are not permitted on landscaped areas maintained by the City.

\_\_\_\_\_ Sandwich board signs shall 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.

