



SANDWICH BOARD SIGN PERMIT APPLICATION

Date: _____ Permit Number: _____

Name of Applicant: _____

Location of Store/Retail Establishment: _____

Address: _____

Phone: _____

Building Owner: _____

Address: _____

Phone: _____

Sign Size: _____

Approved: _____ Date: _____

Village Clerk

Advertising Content: Draw sketch of proposed sign including wording on the reverse side of this application and provide the dimensions of the building wall where the sign will be located. Please note:

- Sandwich Board signs shall not exceed twenty-four (24) inches x forty-eight (48) inches;
- Shall be located in front of the business for which the sign is erected;
- Shall not impede or obstruct pedestrian or vehicular traffic or parking;
- Shall be made of weather-resistant material with a wood frame;
- Shall not be permitted during inclement weather, including snow, rain and windstorms;
- Shall only be displayed during the hours when the business advertised is open to the public and shall be removed at the end of the business day, 8:00 p.m. or dusk, whichever is later;
- Shall not be illuminated, shall not be vinyl and shall not be plastic;
- Shall be the responsibility of the business advertised thereon and any [of] the owners of said business shall be liable for damages or lawsuits brought by individuals due to the sandwich sign;
- Shall require an application on a form approved by the village board and a permit issued by the village clerk.