



CITY OF DEARBORN
PERMIT & PLAN REVIEW OFFICE
16901 Michigan, Suite 6, Dearborn, MI 48126
(313)943-2442

SANDWICH BOARD SIGN INFORMATION & APPLICATION

Sandwich board sign – shall mean any sign that is constructed of two flat pieces joined at the top with a hinge device so that the sign stands up as an inverted “V.”

Sandwich Board Use

- Each side of the sandwich board sign shall not exceed three feet in height or two feet in width.
- A stanchion or support up to 12 inches in height is permitted for the sandwich board sign.
- The bottom shall be weighted or anchored so that the sign is stable, windproof, and not easily knocked down.
- Permits for sandwich board signs shall only be issued for the period of April 1 through October 31.
- Sandwich board signs shall be **prohibited** between November 1 and March 31 – a **new permit** shall be applied for each year.
- All sandwich board signs must be stored indoors at the close of the business each day.
- Sandwich board signs shall be placed on private property whenever possible.
- In the event that placement on public property is necessary, the applicant must obtain permission from the Director of Property Maintenance and Development Services (PMDS), or his designee, to occupy the easement, right-of-way, or other public area, which permission may be rescinded in the discretion of the director.
- Sign owners, lessees, and manufacturers shall be liable for any and all claims, injuries, or damages that arise from placement of a sandwich board sign on public property.
- A permit for a sandwich board sign shall be revoked whenever, in the opinion of the Property Maintenance and Development Services Director, or his designee, the sign becomes an eyesore, a nuisance, or is neglected.
- Sandwich board sign sticker issued must be placed in the top right hand corner of the sign for the duration of the allotted time period.

Sandwich Board Fees

Application fee of \$25.00 (Sec. 9-312)

Sandwich Board Regulations are found in the City Ordinance Ch. 5 Article XII, “Signs” or available Online: click on the “ordinances” link found on the City Clerk website: www.cityofdearborn.org/cityclerk also for sale in hard copy format, at the City Clerk’s office.



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Date Submitted	_____
Application No	_____
Sticker Number	_____
Clerk's Initials	_____

SANDWICH BOARD SIGN APPLICATION

I. PROPERTY INFORMATION

Property Address: _____

II. PROPERTY OWNER INFORMATION

I do hereby certify that I am the owner of the property herein described and that I have given the applicant herein named permission to perform the work described in this application and the accompanying documentation, which are a part of this application. I further give permission to the City of Dearborn to access my property for purposes of a site inspection of the proposed fence.

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.	
E-MAIL ADDRESS		
SIGNATURE OF PROPERTY OWNER		

III. APPLICANT INFORMATION/AFFIDAVIT

Application is hereby made for a Sandwich Board Sign, as described in this application and the accompanying documentation, which are a part of this application. I affirm that the information provided in this application is accurate. The acceptance of the Compliance Certificate shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn.

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.	
E-MAIL ADDRESS		
SIGNATURE OF APPLICANT		
<p>Subscribed and sworn to before me this _____ day of _____, _____</p> <p>_____ Notary Public, Wayne County, Michigan My commission expires _____</p>		

FOR OFFICE USE ONLY

- Application complete; applicant signature notarized
- 1 copy of a land survey or site plan showing sign and location
- PMDS Director, or his designee, approval or denial, if needed

Staff Initials _____

Application Fee	\$25.00
TOTAL AMOUNT DUE	<u>\$25.00</u>

PMDS Director or Designee _____

Approved / Date: _____ **Denied / Date:** _____

Comments: _____
