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Policy on Sandwich Board Signs in the City of Cheboygan

Purpose:

To ensure that sandwich board signs used for advertising purposes in the City of Cheboygan are managed effectively and consistently, this Policy outlines the requirements for the temporary placement and issue of sandwich board sign permits. This Policy will be included in the new zoning code that's being drafted.

Policy Statement:

1. Definition and Use:

Sandwich board signs are temporary, freestanding signs commonly used for advertising or informational purposes. These signs must be placed in a way that does not obstruct pedestrian or vehicular traffic, restrict drivers' sight distances, and must comply with all applicable City Ordinances.

2. Permit Requirement:

A permit is required for each sandwich board sign placed on public property. Only one permit will be issued per parcel, and the sign must not exceed six (6) square feet per side. The height of the sign, including legs and base, must not exceed three (3) feet above the sidewalk. Signs are permitted to advertise only the business located at the sign's placement.

3. Renewal of Permit:

Permits for sandwich board signs must be renewed annually. To ensure continuous compliance, the renewal application must be submitted no later than ***May 1st of each year.***

4. Application Process:

- **Initial Application:** Submit a completed sign permit application form to the City of Cheboygan along with the \$60 fee, and a drawing of the sign with measurements.
- **Renewal Application:** Submit a renewal application form by May 1st of each year including the \$60. The renewal application should include updated information on the sign's location and pictures of both sides of the sign.

5. Compliance:

Permit holders are responsible for maintaining their signs in good condition and ensuring they do not interfere with public safety or accessibility. The City reserves the right to inspect signs and remove or require modifications to any signs that are not in compliance with this Policy. Signs placed on City-owned sidewalks must maintain a clear, four-foot-wide corridor for pedestrian travel and must not restrict sight distance for vehicular traffic.

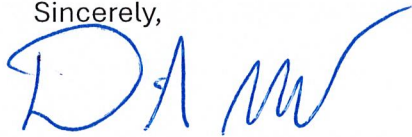
6. Enforcement:

Failure to renew a permit by the deadline may result in the removal of the sign and penalties/fees as outlined in the City's zoning ordinance fee schedule. The City reserves the right to revoke temporary permits for non-conformance to this Policy.

Effective Date:

This Policy is effective immediately and applies to all sandwich board signs placed within the City of Cheboygan.

Sincerely,



Daniel Sabolsky
City Manager/Zoning Administrator
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Approved by Council on: August 13th, 2024

MISSION STATEMENT

The Mission of the City of Cheboygan is to promote economic opportunity and enhance quality of life through innovative commitment of human and natural resources with continued planning, financial allocation, and implementation of goals by responsive staff, and elected and appointed officials.

The City of Cheboygan is an Equal Opportunity Provider and Employer.