



## CITY OF WICKLIFFE

### BUILDING DEPARTMENT

#### SANDWICH BOARD SIGNS/Temporary Signs

Unless otherwise provided for herein, only businesses in the Business District are permitted to display a sandwich board in front of their business, subject to the conditions set forth in this subsection.

1. One (1) sandwich board is permitted for each business/entity.
2. Sandwich boards shall not exceed eight (8) square feet per sign face.
3. Sandwich board signs shall require temporary sign permit. All permit applications shall contain a sketch of the sandwich board, which includes the signs dimensions, color, design and placement location, including an accurate to-scale depiction of the sidewalk adjacent to the premise.
4. Sandwich boards shall not be transferable.
5. In determining whether to issue a permit, the Building Commissioner shall consider the impact on adjacent buildings and pedestrians.
6. Sandwich board signs may be displayed only during the times the entity is open. NO sandwich board shall be displayed overnight or when there has been any snow accumulation.
7. Sandwich board signs may only be located on the sidewalk adjacent to and near the entity's front entrance to the premises.
8. In no case shall sandwich boards occupy off-street parking space or city right of way.
9. In no case shall sandwich boards be used in conjunction with temporary signs, as provided for in this section.
10. Sandwich boards shall not interfere with pedestrian traffic.

11. Sandwich boards shall not be used instead of permanent building signage.
12. Sandwich boards may be removed by the City if they interfere with any City activities or public safety, i.e. snow removal, sidewalk maintenance, etc.,
13. The owner of a building or business who has a valid temporary permit for a sandwich board may allow the sponsor of a special event to utilize their sandwich board location for a special event sign.
14. A special event sign may be displayed for thirty (30) days prior to the special event. The permit holder must have the special event sign removed at the conclusion of the event.
15. The permit fee shall be \$20.00 temporary sign fee.



The City of

# Wickliffe

28730 Ridge Road Wickliffe, Ohio 44092-2298  
BUILDING DEPARTMENT

## Sandwich Board Sign Permit Application

Date Applied: \_\_\_\_\_

PERMIT FEE: \$20.00

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Phone & Fax No. \_\_\_\_\_

Height of Sign? \_\_\_\_\_  
(Max. height = 4.5 feet)

Is sign base weighted with at least  
10 pounds of ballast? \_\_\_\_\_

Width of sign? \_\_\_\_\_  
Max. width = 2.75 feet)

Is sign at least 10' from nearest  
sandwich board sign? \_\_\_\_\_

Sign face area? \_\_\_\_\_  
(Max sign face area = 5 sq. ft.)

Is sign at least 4 feet away from all  
sidewalk obstructions? \_\_\_\_\_

### SITE PLAN REQUIREMENTS

In order to receive a sandwich board sign permit, the applicant shall submit a site plan containing the following elements:

1. Scale and north arrow
2. Location of Sign
3. Width of sidewalk
4. Distance between building and sign location
5. Distance between curb edge and sign location.

### CERTIFICATION

I am the owner or authorized agent responsible for compliance, and hereby acknowledge the following:

I have read this application and all related documentation and I represent that the information furnished is correct. I agree to comply with all City Ordinances and State statutes which regulate construction land use and occupancy. Any changes made to sign dimensions or location shall be submitted to the City for review. If any misrepresentation is made in this application, the City may REVOKE any permit issued based upon this misinformation. NO sign installation is allowed until a permit has been issued by the City Building Dept.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Approved by