

Permit No. _____

**CITY OF NORTHAMPTON, MA
SANDWICH BOARD SIGN PERMIT**

Date: _____

FEE: \$300.00

The City of Northampton Building Department

The undersigned respectfully petitions your honorable body for :

1. Permission to occupy the sidewalk with a Sandwich Board Sign at: _____

In accordance with City Ordinance Section 264-2 through 264-4. Zoning Ordinance Section 7.9 of Appendix A, and the Regulation for Sandwich Board Signs approved by the Building Department. (Regulations are attached to permit).

2. I/We agree to save the City of Northampton harmless from all claims for damages whatsoever arising from the occupation of said sidewalk under this permit. Certificate of Insurance shall be required in the amount of \$100,000/\$300,000.

Business Name: _____

Business Location: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

Signature: _____

Approved and adopted by the Board of Public Works on March 25, 1992.

Building Inspector's Approval _____

Yes/No

Signature & Date _____

Cc: Police Department

Return:

1. Application
2. Design Sketch with dimensions shown
3. Certificate of Liability Insurance
4. Check for \$300 payable to City of Northampton

Send to:

City of Northampton
Building Department
212 Main St.
Northampton, MA 01060

REGULATIONS FOR SANDWICH BOARD SIGN PERMITS

A. Application

1. The application shall give the name of the business applying for the sign, the owner or manager of same and the proposed location for said sign.
2. The application shall include a photograph or graphic design and a detailed sketch of the sign indicating all dimensions and construction materials.

B. Location Criteria

1. Pedestrian and vehicular traffic shall not be impeded or obstructed. No signs shall be placed closer than ten (10) feet from an intersection or obstruct any handicapped accessible appurtenance, including wheelchair ramps.
2. There must always remain a clearance of eight (8) feet between a building or permanent structure and the sandwich board sign.
3. The sign must be placed perpendicular to and at least one (1) foot and no more than three (3) feet from the curb.
4. Final site location shall be determined by the Building Department. No sign shall be chained, cabled or in any other manner be attached to any permanent structure on the sidewalk.

C. Size and Materials

1. No sign shall be less than three (3) or more than four (4) feet in height when erected.
2. All new and modified signs shall be two (2) feet in width when erected.
3. Minimum distance between supporting struts shall be two (2) feet.
4. Width of signs permitted prior to July 1, 1996 shall be in accordance with the Sandwich Board Rules and Regulations dated March 20, 1991.

D. Terms

1. Prior to issuance of the permit, Building Department personnel should review the Outstanding Personal Account list to ensure that the applicant does not have overdue obligations to the City of Northampton. If the applicant's name is included on this listing, then the Building Department personnel should contact the City Collector in order to verify whether or not a payment agreement for satisfaction of said overdue obligation has been entered into.
2. The request may be denied, revoked or suspended if the applicant is properly included on the list of overdue obligations. Prior to taking such action the

Building Department shall give written notice to the party responsible for the overdue obligation and to the tax collector of the intended action.

3. If the applicants name is not included on the Outstanding Personal Property Accounts list or if payment arrangements have been made with the City Collector then Building Department personnel may fill out the permit information.

E. Fee, Permit Duration - \$300.00

1. The fee schedule for the location of a sandwich board sign shall be review by the Building Department on a periodic basis. If the fee is not paid the permit shall not be issued. If the sign is placed in the street the Building Department shall order the sign removed and a pick-up fee assessed as described in E.5.
2. Gridded signs shall be allowed for more than one business at a fee of \$600.00 per sign.
3. Permits shall be issued and in full effect from January 1 to December 31 of each year. An insurance certificate in the amount of \$100,000/\$300,000 shall be required. In case of snow or other emergencies all sandwich board signs shall be removed from the sidewalks in the interest of public safety. Signs left in place during an emergency shall be subject to removal and permit revocation.
4. A permit shall be valid during the year it is issued of defined as January 1 to December 31 of each year. A new application must be filed for each season. The permittee holding a permit for a particular location in subsequent seasons shall have a priority status for the locations. The permittee must review their application and file it with the Building Department between January 1 and January 31 of each year. Permits are issued in accordance with City Ordinance Sections 3-16 through 3-19, 7.9 of appendix A-Zoning and Section 7.2 “General Sign Regulations” – Zoning Ordinance. Assigned identification numbers, one (1) inch in height, shall be placed on the sign face at the bottom right hand corner.
5. The Building Department will assess a pick-up fee for any sandwich board sign removed because of emergencies as stated in item E.3. In addition, sandwich board signs that do not have a current permit shall also be subject to removal and a pick-up fee. The pick-up fee is \$100.00 and must be remitted to the Building Department before the sign is released back to the owner (City Ordinance Section 3-19).
6. Signs shall be placed in accordance with the approved sandwich board sign location map.

Approved by the Building Department January 2016.