



Village of Hartland Sandwich Board Sign Requirements

All sandwich board signs (SBS) must comply with the following requirements:

1. Sign permit required by Building Inspector. Permit fee waived.
2. Approval expires every year on December 31st.
3. Must be owned and displayed by business located on premises.
4. Business owner must furnish VOH with a certificate of insurance naming the VOH as additionally insured for an amount not less than \$300,000.
5. Only 1 SBS allowed per business.
6. SBS shall be displayed only during hours the establishment is open for business.
7. SBS shall not be illuminated.
8. Location:
 - a. In the B-3 Central Business/Mixed Use District (downtown), on premises or in Village right of way adjacent to business. In all other areas, only on private property and immediately adjacent to the building the business occupies.
 - b. Not to impede pedestrian traffic.
 - c. Maintain a clear walkway width of 5 feet.
 - d. Not to be a hazard to the general public.
 - e. Not closer than 15 feet to intersection of any 2 public sidewalks.
 - f. Not closer than 5 feet to any driveway.

The Village may disallow display of sign on specific dates for any reason including special events and maintenance in ROW.

All SBS must comply with the following standards:

1. Initial installation must be approved by BID, if in Business Improvement District, or Village Architectural Board if not in the BID.
2. Renewals may be granted upon Building and Zoning Official approval only.
3. Dimensions no greater than 24" wide by 48" above grade.
4. Color drawing or rendering of proposed sign shall be attached to the Sign Permit Application.
5. All SBS to have black frame with black writing surface.
6. Complete the attached BID SBS Grant application if located in BID district and seeking grant.

I have read, understand and agree to all terms of this annual SBS privilege.

_____ Date: _____
Business Name Signature

Permit # _____ Approved by: _____ Date: _____