



FERNDALE

SANDWICH BOARD SIGN APPLICATION

Community & Economic Development
300 East Nine Mile Road
Ferndale MI 48220
248.546.2366
www.ferndalemi.gov

Date Received	
Date Issued	
Permit #	

APPLICANT: _____
NAME (BUSINESS)

STREET NUMBER CITY STATE/ZIP PHONE

PROPERTY OWNER: _____
NAME (BUSINESS)

STREET NUMBER CITY STATE/ZIP PHONE

REGULATIONS

- Maximum height is 3 feet. Maximum size is 6 square feet per side. One sign per location is allowed.
- Sign shall only be placed in front of the business it references.
- Sign shall not be chained, cable locked or attached to poles, signs, bike racks, news racks, sidewalk café enclosures, etc.
- Sign shall be placed so as to maintain a four (4) foot unobstructed clearance to any permanent object, sidewalk ramp, building or sidewalk café enclosure.
- Sign shall not be placed within the right-of-way.
- Sign shall be removed if damaged, vandalized or when the event advertised is no longer current

SUBMITTAL

4 copies of a drawing indicating sign and letter size, materials, and a plan showing location and all adjacencies.

Annual \$70 permit fee, payable to the City. Annual period is March 1 – February 28.

IF ON CITY PROPERTY:

Certificate of Insurance documenting coverage in the amount of \$1,000,000 for general liability with the City of Ferndale named as an additional insured. The Insurance Certificate must be valid for the duration of the season, which is March 1 – February 28 and shall indicate it will not be cancelled or coverage reduced without thirty (30) days notice to the City.

Appearance Review Application if the sandwich board will be in the DDA.

The following statement agreeing to indemnify and hold harmless the City must be signed.

I, _____ agree(s) to defend, indemnify and hold harmless the City of Ferndale, Michigan, its officers, employees and agents from any claim, demand, loss, cost or expense, or any damage which may asserted, claimed or recovered from the City of Ferndale by reason of any damage to property, personal injury or bodily injury sustained by any person whomsoever and which damage or injury arises out of or is incident to or in any way connected or associated with the placement or maintenance of any sign, including any sandwich board sign, on a public sidewalk or public right of way regardless of whether such claim, demand, loss, cost or expense is caused in whole or in part by such sign being placed or maintained on a public sidewalk or public right of way.

SIGNATURE OF APPLICANT

AUTHORIZED BY DATE

Approved

Denied

**CITY OF FERNDALE
SANDWICH SIGN REGULATIONS
AND APPLICATION**

The City recently revised the ordinance that regulates sandwich board signs. These are defined as any sign located outside of a business which is not attached to the ground, building or surface upon which it is located. Its purpose is to provide the public with information about products and services offered, scheduled events, or daily specials



Acceptable sign materials include: steel, iron, chalkboard, metal or wood. Plastic signs with interchangeable letters are not permitted as Sandwich Board Signs.



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- A written statement on the specified form, agreeing to indemnify and hold harmless the City.
- Appearance Review Application if the sandwich board will be in the DDA.

Please submit all required materials to:

**City of Ferndale - CED
300 East Nine Mile Road
Ferndale MI 48220**

Phone: 248-546-2525 ext. 118

Fax: 248-236-5261

Email: ilyons@ferndalemi.gov

