

DATE RECEIVED \_\_\_\_\_  
DATE ISSUED \_\_\_\_\_  
PERMIT NO: \_\_\_\_\_

**CITY OF FERNDALE**  
**SANDWICH BOARD SIGN APPLICATION**  
**APPLICATION FOR PERMIT**  
**INSPECTION DIVISION TELEPHONE (248) 546-2366**

**APPLICANT:** \_\_\_\_\_  
NAME (BUSINESS)

STREET NUMBER \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_  
NAME

STREET NUMBER \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**REGULATIONS**

- Maximum height is 3 feet. Maximum size is 6 square feet per side. 1 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 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- Sign shall be removed if damaged, vandalized or when the event advertised is no longer current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, due March 1.

**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

PERMIT GRANTED \_\_\_\_\_

PERMIT DENIED \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_  VERIFICATION \_\_\_\_\_

REMARKS: