



City of Georgetown Sandwich Board Sign Application

Application Number: _____ Date of Application: _____ **\$25.00 FEE**
GL# (0010.00.323.023)

Applicant Name: _____ Phone #: _____

Business Name: _____

Business Street Address: _____

Tax Map Number: _____

Sign Company: _____ Business License #: _____

Sandwich Board Requirements:

Consisting of two (2) sign faces jointed at the top by a hinge or similar devise which allows the sign to be folded flat, or spread apart so as to be freestanding. Sandwich board type signs erected in accordance with Section 20-7.3 of the City Code may be placed within the encroachment area. Sandwich board type signs must not be placed in any sight triangle, or any other location that impedes traffic or cause a vision obstruction for motorist. A permit is required for sandwich board type signs, which shall be good for a period of one (1) year. Upon expiration, the owner may seek a permit renewal, which may be granted provided the sign has been maintained in good condition. Design criteria for such signs shall be as follows:

- Must be constructed of a durable, weather-resistant wood or wood product. Plastic, metal, and other non-natural materials may not be used. The exception to this is that a sign may have decorative wrought-iron framework if so desired.
- Consist of a maximum of two panels, with each panel containing information or advertising material being considered as one sign face. Both sign faces may be utilized for advertising purposes.
- Maximum size allowed shall be twenty-six inches wide by forty-five inches in height, including all necessary supports and framework. The maximum allowable size of each sign face or panel shall be limited to twenty-four inches in width and forty-two inches in height.
- Such signs must be removed and stored inside a structure at the close of business each day, and may be replaced in the permitted location at the opening of business the following day, for the period that the sign permit is valid.

A sketch of the proposed sign showing all dimensions and materials to be used must be submitted and approved and approved by the Zoning Administrator. Upon approval by the Zoning Administrator and if applicable the Architectural Review Board this application shall become the sign permit. Any information given under false pretense shall void the permit.

I affirm all the information to be true. I understand any information found not be true will void the permit.

Owner/Owner Agent Date

Zoning Administrator Approved/Denied by: _____

Reason for Denial: _____

Date Approved by ARB (if applicable): _____