

Annual Application for Daily Sandwich Board Signs – Old Montgomery District

10101 Montgomery Road
Montgomery, OH 45242
Phone: (513) 891-2424
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Permit # _____

In order to be reviewed, each application must include an accurate, detailed sketch or photo of the proposed sign with colors, dimensions and graphics.

Applicant Information

Business: _____

Address: _____

Contact Person: _____ Phone #: _____

Sign Information

Dimensions: _____ width X _____ height

Height including support stand: _____ Width including support stand: _____

Material: _____

Colors: (Note – colors must be approved colors for the Heritage Overlay District, available at City Hall.

Color(s): _____

Sign message: _____

By signing this application, I acknowledge that I am authorized by the owner to make this application. I agree to conform to the attached guidelines on temporary signs and all applicable laws of the City.

Applicant's Signature: _____ Date: _____

To be completed by Montgomery Building Department

Permit approved: _____ Permit denied: _____ By: _____ Date: _____

Conditions: _____

Fee: _____ Date paid: _____ How paid: _____

Regulations on Sandwich Board Signs in the Heritage District

Portable sandwich board signs are permitted to be displayed daily in the City's Heritage District; however, these signs must be approved, in advance, by the City and must conform to the following guidelines:

1. The maximum dimension for a sign, including the supporting structure shall be 42 inches in height and 24 inches in width. Sign area shall not exceed 24 inches in width and 36 inches in height.
2. The sign must be made of a natural material and may not be illuminated. Rough cut plywood and plastic are not acceptable materials.
3. The sign may encroach into the public right-of-way, but must maintain a minimum 5' wide path for public passage. Signs should not be less than 5' from the front wall of the building. The placement shall not create visibility problems for pedestrians or vehicles.
4. Sandwich boards must be placed indoors at the close of each business day or 10:00 p.m., whichever occurs sooner.
5. The standard design requirements for the Heritage District Guidelines Criteria Number 8 and the sign code shall apply. Colors must be of an approved Heritage District color. No more than four colors shall be allowed.
6. Not more than one (1) portable sandwich board sign shall be permitted per business.
7. Sandwich board signs may be a hand decorated sign (i.e. chalkboard). Dry erase boards are prohibited.
8. The annual fee for sandwich boards signs in the Heritage District is \$32.50.

The sign code for the City of Montgomery is located in Section 151.30 of the Zoning Code. Heritage District Guidelines are outlined in Section 151.14. The Zoning Code can be accessed on the City's website (www.montgomeryohio.org) or by purchasing a hard copy from the Community Development Department for \$12.00.