



## STREET/SIDEWALK OCCUPANCY SUBMITTALS

City of Ann Arbor  
Planning & Development Services  
100 N. Fifth Avenue, P.O. Box 8647  
Ann Arbor, MI 48107  
(734) 994-2674

When applying for a Street/Sidewalk Occupancy to the Community Services Permit Desk, the following items must be included:

- Picture (digital, Polaroid, or any other) of the location to be occupied
- Health Dept. Certificate (if selling food items not pre-packaged)
- Completed application
- Notification Form (unless in front of your own business)
- Liability Insurance

**PLEASE NOTE:** Failure to submit all required items may result in delays in processing your application.

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*Signatures for acknowledgment of completeness:*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Central Permit Desk

\_\_\_\_\_  
Date

Online application forms can be downloaded at:  
<http://www.a2gov.org/CommunityServices/Planning/Building/Applications/applications.html>



## CITY OF ANN ARBOR, MICHIGAN

Community Services Area  
Planning & Development Services Unit

100 North Fifth Avenue, P.O. Box 8647, Ann Arbor, Michigan 48107-8647

Phone: (734) 994-2674

Fax: (734) 994-2798

[www.a2gov.org](http://www.a2gov.org)

### APPLICATION FOR STREET/SIDEWALK OCCUPANCY PERMIT FOR SIGN

A pilot program has been established by resolution of City Council to issue Street/Sidewalk Occupancy Permits for freestanding signs within the Downtown Development Authority district. Applicants must carefully review all information below and provide all required materials associated with this application.

#### Street/Sidewalk Occupancy Sign Policy:

1. **Dimensions:** Signs may be a maximum of 4 feet in height (including frame or support structure) and occupy a maximum of 4 square feet of sidewalk space.
2. **Materials:** Signs (including frame or support structure) must be constructed of durable, weather-proof materials with no sharp edges or any protrusions or features that could be hazardous to pedestrians. Signs must be properly designed, and heavy enough, to withstand typical winds without tipping over, rocking or sliding. *Acceptable frames and support structures include Plasticade brand A-frame products and equivalent.*
3. **Location:** Signs may be located on sidewalks in the public right-of-way in the Downtown District Authority area with a valid street/sidewalk occupancy permit. Signs cannot interfere with the opening of car doors in legal parking spaces or with the operation of crosswalks, ramps, cab stands, loading zones or bus stops. Signs cannot obstruct access to parking meters, bicycle racks or other features legally in the right-of-way.
4. **Clearance:** A minimum of 6 feet in width must be provided for pedestrian use at all times.
5. **Restrictions:**
  - a. Signs cannot have any moving parts or electrical devices, including lights.
  - b. Signs cannot use any images resembling official traffic signs or anything else that can cause it to be confused with an official traffic control device.
  - c. Signs cannot be attached to a tree, light pole, traffic signal or other sidewalk obstruction.
  - d. Signs may only be displayed during daylight hours or when the business is open.
  - e. Signs must be removed after a snowfall of one inch or more and can only be put back after the entire sidewalk on the side of the street where the business is located is cleared of snow and ice.
6. **Limitations:** One sign is allowed per business. Only one sidewalk occupancy permit for a sign is allowed per business.
7. **Signs with outdoor seating or display tables:** A separate sidewalk occupancy permit for a sign is not necessary for signs in conjunction with outdoor seating or merchandise display tables, provided that a sidewalk occupancy permit has been approved for those uses. However, all signs must comply with the policy for street/sidewalk occupancy signs.

**General Street/Sidewalk Occupancy Regulations:**

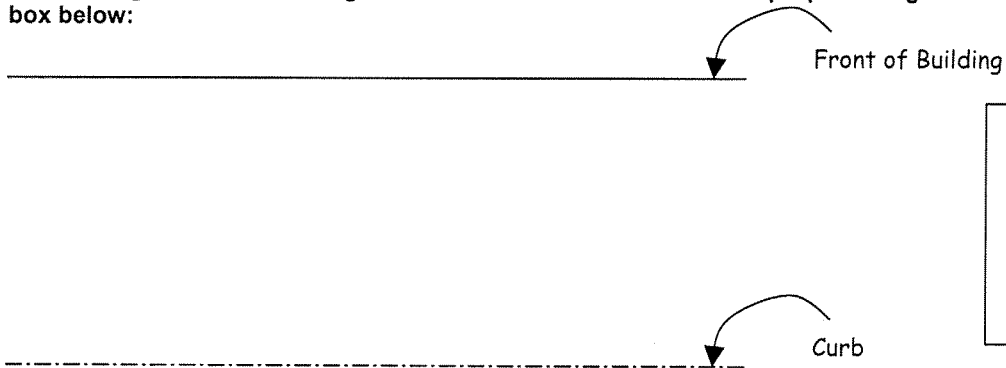
1. **Types of Permits:** Annual occupancy permits and daily occupancy permits may be issued. Annual permits are valid from April 1 to March 31. Daily permits are valid only on the days specified on the permit.
  - a. **Annual Permits.** Only the owner or manager of a street level business or property may submit applications for an annual permit between March 1 and March 31. After March 31, anyone may apply for an annual permit in accordance with the requirements set forth in Chapter 47, Section 4:14(2)(a).
  - b. **Daily Permits.** Applications for a daily permit may be submitted by anyone in accordance with the requirements set forth in Chapter 47, Section 4:14(2)(b).
2. **Notification to Adjacent Businesses:** Prior to the issuance of the permit, the applicant must give written notice (on forms provided by the City) to the business(es) directly adjacent to the street/sidewalk area to be occupied. All parties must be notified at least 72 hours before any street/sidewalk occupancy permit can be issued. Street level businesses wishing to occupy street/sidewalk space directly adjacent to (in front of) their business are excused from this requirement.
3. **Evidence of Insurance:** A valid certificate of insurance must be provided as evidence of adequate liability insurance coverage. All certificates must be issued by an authorized agent of the insurance company with the following amendments and changes listed below:
  - a. Certificate must be issued to the City of Ann Arbor.
  - b. City of Ann Arbor must be named as additional insured.
  - c. Policies must be current and remain so for the duration of the permitted activity. Insurance that expires during this period may cause the permit to be suspended or revoked.
  - d. Policies must be signed and dated by the authorized agent. Faxed copies directly from the authorized agent will be accepted, faxes sent by an applicant will not be accepted.
  - e. The cancellation clause must be amended to meet the City Attorney's office requirements, including:
    - i. Removed the words "endeavor to".
    - ii. Provide for "10 days written notice to certificate holder named to the left".
    - iii. Remove all language beginning with "but failure to mail ..." to the end of the clause ending with "agents or representatives".
  - f. For street/sidewalk occupancy permits, liability coverage for \$500,000 is required.
4. **Permit Display:** The issued permit must be readily available to the public and City inspectors whenever the sign is in authorized use.
5. **Fees:** All fees must be paid at the time of permit application.

Annual Permits - \$1.00 per square foot of occupied street/sidewalk space

Daily Permits - \$0.05 per day per square foot of occupied street/sidewalk space

### APPLICATION FOR STREET/SIDEWALK OCCUPANCY PERMIT FOR SIGN

1. Name of Individual/Business: \_\_\_\_\_
2. Individual/Business Address: \_\_\_\_\_
3. Name of Applicant: \_\_\_\_\_
  - a. Address: \_\_\_\_\_
  - b. Daytime Phone #: \_\_\_\_\_
  - c. Fax #: \_\_\_\_\_
  - d. Applicant Email: \_\_\_\_\_
4. Address of Street/Sidewalk Occupancy: \_\_\_\_\_
5. Provide *Notice of Intent to Occupy Street/Sidewalk* if address of occupancy (Line 4) is **NOT** the same as the address of the business (Line 2).
6. Dates of Occupancy: from \_\_\_\_\_ to \_\_\_\_\_  
*Occupancy must be minimum of 3 months (90 days) and may be a maximum of 1 year (365 days).*
7. Area of Occupancy (in square feet): \_\_\_\_\_
8. Draw a diagram of the existing street/sidewalk area and where the proposed sign will be located in the box below:



Note: Label any street trees, street lights, parking meters, planter boxes, outdoor seating areas, or other items in the sidewalk area.

9. Attach a detailed, dimensioned diagram of the proposed sign frame or support structure. Photographs of the side and front view of the frame or support structure may be provided as an alternative if available.
10. Applicant's Signature: \_\_\_\_\_

<b>For staff use only:</b>		PERMIT # _____
Fee: _____	<input type="checkbox"/> Insurance certificate provided	
	<input type="checkbox"/> Drawn diagram clear?	
Total: _____	<input type="checkbox"/> Detail of sign frame or photo?	_____ City Authorization Signature
	<input type="checkbox"/> Notice to other businesses?	
Date Paid: _____		_____ Date



**NOTICE**  
Of Intent to Occupy Street/Sidewalk

I, \_\_\_\_\_ hereby notify \_\_\_\_\_  
(Applicant) (Business Name/Occupant)  
of my intention to occupy street/sidewalk in front of \_\_\_\_\_  
(Address)  
for the purpose of selling \_\_\_\_\_  
(Items)  
My Stand/table will occupy \_\_\_\_\_ square feet of space beginning \_\_\_\_\_  
(Area) (Starting Date)  
and ending \_\_\_\_\_  
(Ending Date)

Pursuant to Section 4:14(2) this permit cannot be issued until the owner(s) or authorized agent(s) of this business or property have been notified of my intentions. Objections to the issuance of this permit must be based on terms and conditions set forth in Section 4:14(1) of Chapter 47, Title IV, of the Code of the City of Ann Arbor.

I object     I have no objections                      to the issuance of this permit.

Owner/Manager/Address \_\_\_\_\_ Date \_\_\_\_\_

If you object, please state your reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have personally attempted to serve notice on \_\_\_\_\_  
(Business Name/Occupant)  
at \_\_\_\_\_ and have been unable to complete service because  
(Address)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_