



City of Ann Arbor CUSTOMER SERVICE

301 E. Huron St. | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
Ph: 734.794.6320 | Fax: 734.994.8991 | customerservice@a2gov.org

PORTABLE OFF-PREMISES BUSINESS SIGN PERMIT

When applying for a Portable Off-Premises Business Sign permit to the Customer Service Department, the following items must be provided:

- Completed application form.
- Diagram or plan of sign location, with dimensions to the curb and front property line noted.
- Photograph of sign in the proposed location.
- General Liability Insurance (with all required changes).
- A consent form (for a sign location in front of another property ONLY).
- \$50.00 permit fee (checks, money orders, cash, credit cards are all accepted).

Please check the following boxes to acknowledge the understanding of the permit requirements:

- The portable sign shall be moved indoors when the business is closed.
- The portable sign shall not impede pedestrian travel on the sidewalk or interfere with the opening of legally parked vehicles. The portable sign shall not obstruct access to fire hydrants/connections, parking stations, bicycle racks or curb ramps in the sidewalk area.
- The portable sign shall be at least 6 feet from the property line and 18 inches from the curb.
- The portable sign shall be placed indoors after the accumulation of one or more inches of snow and shall not be placed back until the entire sidewalk along the block has been cleared of snow and ice.
- The portable sign shall not be affixed to any stationary object (light pole, parking meter, traffic control device etc.).

**PERMITS ISSUED FOR BUSINESSES WITHIN THE BOUNDARIES OF
THE ANN ARBOR ART FAIR ARE INVALID ON THE DAYS OF THIS EVENT**

Applicant's Signature

Date

Online ~~app~~ can be downloaded from the City's web page at <http://www.a2gov.org>.



City of Ann Arbor CUSTOMER SERVICE

301 E. Huron St. | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
Ph: 734.794.6320 | Fax: 734.994.8991 | customerservice@a2gov.org

PROCEDURE FOR PORTABLE OFF-PREMISES BUSINESS SIGN PERMIT

Downtown businesses wishing to place a portable sign in the public right-of-way must first obtain an annual permit from the City of Ann Arbor. This packet includes the following:

- Procedures Summary
 - Permit Application
 - Insurance Requirement Form
 - Consent Form (for a sign located in front of another property)
 - Portable Off-Premises Business Sign Requirements (Chapter 47, Section 4:14)
 - Downtown Development Authority Map
1. An Application must be submitted for each portable sign proposed to be located in the public right-of-way, including signs within an approved sidewalk occupancy permit area. Annual permits are valid from June 1 to May 31.
 2. The owner or manager of a business or property located within the Downtown Development Authority (DDA) District may submit an application between April 1 and April 30 for a permit to place a portable sign on the public sidewalk *in front of business*, including within an approved sidewalk occupancy area.
 3. After April 30, an owner or manager of a business located in the DDA may submit an application for a permit to place a portable sign on the public sidewalk *not directly in front of the property in which the business is located*. A permit will be granted if the following requirements are met:
 - The requesting business has not applied/received an annual portable off-premises business sign permit for the sidewalk in front of the property in which the business is located.
 - Space is available in the proposed location.
 - Written consent has been provided from the owner or manager of the property located directly adjacent to such additional sidewalk space.
 4. The applicant must provide a plan or photograph clearly identifying where the sign will be placed, including dimensions from the curb and the front property line. The sign must be a minimum of 6 feet away from the front property line and 18 inches away from the curb.
 5. The applicant must provide a sketch or photo of the proposed sign and information about the proposed height and footprint of the sign.
 6. Applicants for sidewalk occupancy permits must submit evidence of adequate liability insurance coverage consisting of a certificate issued by an authorizing agent of the insurance company with the required amendments and/or changes per the attached insurance requirement form. Faxed copies must be sent directly from the insurance company.
 7. A permit fee of \$50.00 must be paid upon application. If the permit is denied, the fee will be refunded in full.
 8. Once issued, the permit must be prominently displayed so that it is visible to the public while conducting activities permitted by this Chapter.

Return completed applications to:

Customer Service Department | Larcom City Hall- 1st Floor
301 E. Huron St | P.O. Box 8647 | Ann Arbor, MI 48107-8647



City of Ann Arbor CUSTOMER SERVICE

301 E. Huron St. | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
Ph: 734.794.6320 | Fax: 734.994.8991 | customerservice@a2gov.org

PORTABLE OFF-PREMISES BUSINESS SIGN PERMIT

Note: Written Notice must be provided to the business directly adjacent to the sidewalk area to be occupied. Liability insurance is also required.

Name of Individual/Business: _____

Individual/Business Address: _____ State: _____ Zip: _____

Name of Applicant: _____

Address of Applicant: _____ State: _____ Zip: _____

Phone #(s): _____ Fax: _____

Email: _____

Address of Sidewalk Occupancy: _____

Dimensions of Sign:

Height (measured from sidewalk grade): _____ inches

Width: _____ inches

Area Occupied by Sign: _____ square feet

Number of building entrances that front on sidewalk: _____

Applicant's Signature _____
Date

OFFICE USE ONLY

<p>Sidewalk Use Fee: _____</p> <p>Total: _____</p> <p>Paid Date: _____</p>	<p>Insurance Certificate on File: Yes <input type="checkbox"/> No <input type="checkbox"/> Exp Date: _____</p> <p>Notification Form Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Approval From Like Businesses: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Outdoor Liquor Service: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Permit #: SOPS _____</p> <p>Sidewalk Occupancy Permit# (if applicable): SOCC _____</p>
--	--



City of Ann Arbor CUSTOMER SERVICE

301 E. Huron St. | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
Ph: 734.794.6320 | Fax: 734.994.8991 | customerservice@a2gov.org

NOTICE OF INTENT TO OCCUPY SIDEWALK

I, hereby give permission to _____

(Property Owner/Manager)

(Applicant)

_____ To place a portable off-premises business sign in front of my property at

(Address)

I understand the permit will expire on May 31st of each year and further, and that the sign must meet the following requirements:

- The portable sign shall be moved indoors when the business is closed.
- The portable sign shall not impede pedestrian travel on the sidewalk or interfere with the opening of legally parked vehicles. The portable sign shall not obstruct access to fire hydrants/connections, parking stations, bicycle racks or curb ramps in the sidewalk area.
- The portable sign shall be at least 6 feet from the property line and 18 inches from the curb.
- The portable sign shall be placed indoors after the accumulation of one or more inches of snow and shall not be placed back until the entire sidewalk along the block has been cleared of snow and ice.
- The portable sign shall not be affixed to any stationary object (light pole, parking meter, traffic control device, etc.).

Signature of Owner/Manager

Date

Contact phone number of Owner/Manager: _____



City of Ann Arbor CUSTOMER SERVICE

301 E. Huron St. | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
Ph: 734.794.6320 | Fax: 734.994.8991 | customerservice@a2gov.org

INSURANCE REQUIREMENT FORM

The City of Ann Arbor requires that you provide evidence of proper liability insurance coverage in order to obtain this permit. You or your insurance company must submit a valid certificate of insurance with the following information:

- The City of Ann Arbor is the Certificate Holder
- The City of Ann Arbor is named as additionally insured
- The policy 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
- The policy must be signed and dated by the authorized agent. If your agent is faxing the information, they should send it to the attention of Customer Service at 734.994.8991. We will only accept a faxed copy from the insurance agency and **NOT** from the permit applicant's office
- The cancellation clause must be amended to meet the City Attorney's office requirements, including:
 - Remove the words "endeavor to"
 - Provide for "10 days written notice to the certificate holder named to the left"
 - Remove all language beginning with "but failure to mail...." To the end of the clause ending with "agents or representatives"

City Code prescribes the required level of insurance, outlined below.

<u>Chapter-Application</u>	<u>Liability Amounts</u>
47- Sidewalk Occupancy	\$500,000.00
79- Peddler/Solicitor	\$500,000.00

Please submit this information along with your application or processing may be delayed until the necessary information is received. If you have questions or comments, please contact the Customer Service Department at 734.794.6320 or customerservice@a2gov.org.



City of Ann Arbor CUSTOMER SERVICE

301 E. Huron St. | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
Ph: 734.794.6320 | Fax: 734.994.8991 | customerservice@a2gov.org

The City of Ann Arbor Ordains:

Chapter 47 of the Code of the City of Ann Arbor

4:14. - Street and sidewalk occupancy permits.

- (1) The City Administrator may issue revocable permits to occupy a portion of any city street or sidewalk if the Administrator determines the occupancy will not:
 - (a) Interfere with the use of the street or sidewalk for pedestrian or vehicular travel.
 - (b) Unreasonably interfere with the view or access to or use of property adjacent to said street.
 - (c) Reduce any sidewalk width to less than 6 feet.
 - (d) Interfere with street cleaning or snow removal activities.
 - (e) Cause damage to the street or sidewalk or to trees, benches, landscaping or other objects lawfully located therein.
 - (f) Cause a violation of any state or local laws.
 - (g) Be principally used for off-premises commercial advertising, except for portable business signs within the Downtown Development Authority district that meet the following requirements:
 - i. One portable off-premises business sign is allowed for each business in the building, up to a maximum of 2 signs per building entrance that fronts the sidewalk. A sign may contain advertising for more than 1 business on the property.
 - ii. Portable off-premises business signs shall be constructed of durable and weather-resistant materials without sharp edges, moving parts, electrical devices, lights or protrusions that could be hazardous to pedestrians.
 - iii. Portable off-premises business signs shall be properly designed and heavy enough to withstand typical winds without tipping over, rocking or sliding.
 - iv. Portable off-premises business signs placed on the ground shall be no more than 42 inches in height and occupy no more than 4 square feet of area. Portable off-premises signs mounted on tables or dining enclosures shall be no larger than 4 square feet in area and contain no more than 2 faces.
 - v. Portable off-premises signs shall not resemble any official traffic control device.
 - vi. Portable off-premises business signs shall be located on the sidewalk in front of the property in which the business is located, a minimum of 18 inches from the face of curb and a minimum of 6 feet away from the front property line. A portable off-premises business sign shall in no case impede pedestrian travel in a sidewalk area.
 - vii. Portable off-premises business signs shall not obstruct access to fire hydrants, fire department connections, parking meters or stations, bicycle racks or curb ramps or interfere with the opening of vehicle doors where a vehicle may legally stop, stand or park.
 - viii. Portable off-premises business signs shall be moved indoors when the business is closed.
 - ix. Portable off-premises business signs shall be moved indoors after the accumulation of 1 inch or more of snow and shall not be put back until the entire sidewalk on the side of the street where the business is located is clear of snow and ice.
 - x. If the portable off-premises business sign advertises goods or services covered by an annual or daily sidewalk occupancy permit, the sign shall be located inside of the sidewalk occupancy area.

- (h) Conceal or detract from the appearance of landscaping features in or adjacent to the street.
 - (i) Be in or adjacent to property zoned exclusively for residential purposes.
 - (j) Be attached to or reduce the effectiveness of or access to any utility pole, sign or other traffic control device.
 - (k) Cause increased risk of theft or vandalism.
 - (l) Operate within 75 feet of a business with which it is in direct competition without first receiving permission from the business owner.
 - (m) Violate regulations adopted by the Administrator to interpret and implement the provisions of this section.
- (2) *Types of permits and application period.* The following permits shall be available to:
- (a) *Annual sidewalk occupancy.* Permits run from June 1 to May 31. From April 1 to April 30 of each year, the owner or manager of a business located at street level shall have first opportunity to apply for an annual permit that starts June 1 to occupy sidewalk space directly adjacent to that business. Between April 1 and April 30 of each year, neither an owner nor a manager of a business located at street level shall be granted an annual permit for sidewalk space beyond the space directly adjacent to that business without the written consent of the owner or manager of the street level business(es) located directly adjacent to such additional sidewalk space. The written consent must be filed with the application. After April 30, anyone may apply for an annual permit. After April 30, the applicant for an annual permit shall provide written notice addressed to "Business Owner or Manager" at the address directly adjacent to the sidewalk area to be occupied, at least 72 hours before a permit can be issued to occupy any area between the edge of the vehicle use area of the street and the right-of-way or property line. The notice shall include a description of the area to be occupied, the goods or services to be offered, and a listing of the conditions for occupancy under section 4:14(1) above.
 - (b) *Daily sidewalk occupancy.* All applicants who wish to apply for a daily permit beginning May 1 shall provide written notice addressed to "Business Owner or Manager" at the address directly adjacent to the sidewalk area to be occupied, at least 72 hours before a permit can be issued to occupy any area between the edge of the vehicle use area of the street and the right-of-way or property line. The notice shall include a description of the area to be occupied, the goods or services to be offered, and a listing of the conditions for occupancy under section 4:14(1) above.
 - (c) *Annual portable off-premises business sign.* Permits run from June 1 to May 31. April 1 to April 30 of each year, the owner or manager of a business shall have first opportunity to apply for an annual portable off-premises business sign permit under section 4:14(g) for the sidewalk directly in front of the property in which the business is located. After April 30th, an owner or a manager of a business located in the Downtown Development Authority district may apply for an annual portable off-premises business sign permit for a sidewalk that is not directly in front of the property in which the business is located. Such a permit shall be granted if 1) the requesting business has not applied for or received an annual portable off-premises business sign permit for the sidewalk in front of the property in which the business is located, 2) space is available in the proposed location, and 3) written consent has been provided from the owner or manager of the property located directly adjacent to the requested sidewalk space.
- (3) *Permit fees:*
- (a) The fee for annual sidewalk occupancy permits shall be \$1.00 for each square foot of sidewalk area to be occupied for the period beginning June 1 and ending May 31. The fee for a daily sidewalk occupancy permit shall be \$0.05 per day for each square foot of sidewalk area to be occupied. The fee for an annual portable off-premise business sign shall be \$50.00 for signs located outside of an annual sidewalk occupancy permit area.
 - (b) In computing the area of occupancy on a sidewalk, all remaining sidewalk area of less than 6 feet in width shall be included.
 - (c) In computing the area of occupancy of the vehicular use area of any street which must be closed in connection with issuance of a permit, the entire width of the vehicle use area must be included.
- (4) In addition to the other requirements herein specified, the approval of the City Council shall be required for all such street occupancy involving the closing of the vehicle use area of any street in connection with the sale of goods or services.
- (5) All permits shall specify the name of the person to whom it is issued and the dates street or sidewalk occupancy is permitted. The permits shall be valid only for the period specified and for occupancy by the person to whom it is issued. An applicant may submit an application for a daily permit no sooner than 30 days in advance of the period during which a permit is desired.

- (6) Any group or association applying for such a permit in connection with the sale of goods or services shall supply with its permit application all rules by which members of the group are permitted to participate in the activities involving the street occupancy. No permit shall be issued if such rules violate any provisions of this Code.
- (7) Any street or sidewalk occupancy permit may be revoked by the Administrator upon a finding that the occupancy does not meet the standards of this Section, any other provisions of this Code or other applicable law or that the space is needed for other street purposes or as provided for the revocation of permits under Chapter 76. Upon a revocation because the space is needed for other street purposes, only, the fee paid for any period after termination of the street occupancy shall be refunded.
- (8) Street or sidewalk occupancy permits of indefinite duration may be issued for newsracks which comply with this subsection upon the payment of a processing fee of \$2.00 per newsrack. To comply with this section, a newsrack must not occupy more than 2.5 square feet of street space, must not be more than 4.2 feet in height, must be used solely for the distribution of newspapers and may contain up to 4 square feet of advertising copy. As used in this subsection, "newspaper" means a news reporting periodical distributed at least quarterly. Newsracks regulated by this subsection shall be subject to the other provisions of this section, with the exception of subsection (3).
- (9) Persons who are refused a street or sidewalk occupancy permit, have their street occupancy permit revoked, or wish to protest the issuance of a street occupancy permit that has been issued, may have a hearing on that determination before the City Administrator. The decision of the Administrator may be appealed to the City Council. Requests for a hearing or an appeal must be made within 5 days of the questioned decision.
- (10) Before any street or sidewalk occupancy permit is issued to an applicant proposing to sell or solicit for sale any food or produce for human consumption, certification must be received from the County Health Officer. For purposes of this subsection only, a non-motorized vendor cart or other similar non-motorized apparatus used for the sale or solicitation for sale of any food or produce for human consumption may be located on the sidewalk notwithstanding any other provision of the Ann Arbor City Code to the contrary.
- (11) The Administrator is authorized to adopt regulations subject to the approval of the City Council to interpret and implement the provisions of this section, except that the City Council may determine by resolution that on certain dates congestion in the city or a part of the city will be too great to permit street or sidewalk occupancy and that permits shall not be issued for those dates and locations.
- (12) Prior to issuance of a street or sidewalk occupancy permit, the applicant shall provide evidence of liability insurance as prescribed in section 4:3
- (13) In addition to any other provisions of this Code, no person shall violate any of the following provisions:
 - (a) *Showing of permit.* All persons who are issued a permit under this section shall display their permit in a prominent manner so that it is visible to the public while conducting activities permitted by this chapter.
 - (b) *Refuse.* The street or sidewalk occupancy permit holder shall provide refuse receptacles, which shall be used for all refuse generated by the street or sidewalk occupancy permit holder's activities conducted under this chapter. Such refuse shall not be deposited in city refuse containers. The street or sidewalk occupancy permit holder shall remove the refuse receptacles at the end of the permit holder's business day and leave the public right-of-way clean and free of all refuse.
 - (c) *Pedestrian obstruction.* No person shall conduct business or any activities permitted by this chapter in such a manner as to obstruct the free and uninterrupted passage of the public along the sidewalk. A violation of this subsection shall be a civil infraction, which shall be punishable by a fine of not more than \$1,000.00 plus costs.
 - (d) *Limited hours.* No person shall keep a vendor cart or any other apparatus used in connection with the vendor cart in the permitted area or on any other sidewalk area or allow it to remain for more than 24 hours. Any vendor carts or any other apparatus found in the permitted area or any other sidewalk area in violation of this section shall be subject to seizure and impoundment by the city.
 - (e) *Affixing to stationary objects.* No person shall permit a vendor cart or portable off-premises business sign used in connection with the permitted sidewalk occupancy to be affixed to any stationary object, including but not limited to parking meters, light poles and traffic control devices, or any other stationary object located in the public street or sidewalk.
 - (f) *Generators.* No person shall use a motorized generator in connection with any activities related to sidewalk occupancy.
 - (g) *Sidewalk access.* No person shall drive a motorized vehicle upon or within any sidewalk area for any purpose, including but not limited to placing a vendor cart or any other apparatus used in connection with the sidewalk occupancy on the sidewalk or removing it from the sidewalk.

(h) *Unattended carts.* No person shall leave a vendor cart used in connection with the permitted sidewalk occupancy unattended. Any vendor cart found in the permitted area or any other sidewalk area to be unattended shall be subject to seizure and impoundment by the city.

(Ord. No. 45-75, 2-17-76; Ord. No. 18-76, 6-7-76; Ord. No. 8-78, 3-20-78; Ord. No. 72-81, 11-2-81; Ord. No. 34-88, § 1, 6-27-88; Ord. No. 75-92, § 1, 11-2-92; Ord. No. 59-95, § 2, 2-5-96; Ord. No. 18-99, § 1, 4-19-99; Ord. No. 51-01, § 1, 2-4-02; Ord. No. 25-04, § 3, 8-2-04; Ord. No. 08-33, § 1, 9-22-08; Ord. No. 10-14, § 1, 5-17-10; Ord. No. 12-08, § 1, 4-16-12)

