



SANDWICH BOARD SIGNS

What are Sandwich Board Signs?

Sandwich Board Signs are self-supporting A-shaped freestanding temporary signs with only two visible sides that are situated adjacent to a business, typically on a sidewalk, that contains commercial speech. The maximum area of a sign shall be no more than six (6) square feet per side of sign with the maximum height being (42) inches.

Do I need a Sandwich Board Sign Permit?

A temporary sign permit is required prior to the installation of the sign. Only one temporary sign permit for a sandwich board sign is allowed per business and such permit is not transferable. Permits are valid for one calendar year beginning January 1, and ending December 31. If the sign is to be located within the public right-of-way, business owners shall sign a disclaimer that indemnifies the City of any liability for use of said public right-of-way. A sketch including dimensions, content, materials, and location of the sandwich board sign must be attached to the permit application. The permit application must be approved and signed by City Staff before the sandwich board sign may be displayed. If a sign is displayed prior to obtaining a sandwich board sign permit, application may be denied.

Are there restrictions on the types of materials that I can use?

Acceptable primary sandwich board sign materials include the following: steel, iron, metal, and wood. Synthetic materials such as chalkboard and whiteboard are acceptable accent materials but are limited to 50 percent of sign area on each side. Sandwich board signs shall not be illuminated, nor shall they contain moving parts or have balloons, streamers, pennants, or similar adornment attached to them.

Where can I locate a sandwich board sign on my property?

Only one sandwich board sign per business shall be permitted. Sandwich Board Signs shall not be placed more than six (6) feet from the front primary entrance of the business. Sandwich Board Signs shall not be placed so as to cause the width of the sidewalk to be reduced below four (4) feet in width, nor shall they be erected or maintained in a manner that prevents free ingress or egress from any door, window or fire escape. Attaching sandwich board signs to structures, poles, objects, signs, etc. by means of chains, cords, rope, wire, cable, etc. is prohibited. They shall be removed from public sidewalks if there is any snow accumulation (the sign may not be displayed until the snow is removed) except those located on private property. Signs shall only be displayed during business operating hours.

Code enforcement?

Sandwich board signs placed in violation of this section will result in immediate removal of the sign and the business's temporary sign permit privileges will be denied for the remainder of that year. Sandwich board signs displayed without approved permits shall be disposed of at owner's expense. Sandwich board signs within the public right-of-way may be moved/removed by the City for municipal purposes. (i.e. code enforcement, snow removal, traffic issues, maintenance, etc.). Right of Way along Highway 12 (W. Wayzata Blvd) and County Road 146 (Brown Road) is under the jurisdiction of the Minnesota Department of Transportation or Hennepin County; the City of Long Lake enforces its own sign regulations along those streets in addition to those of other agencies or jurisdictions.