



Village of

# Little Chute

Department of Public Works

## Street Occupancy Permit

### Sandwich Board Sign

Permit No. \_\_\_\_\_

Effective Date. \_\_\_\_\_

Yes  No Use Agreement Signed

Yes  No Certificate of Insurance Provided/Liability Insurance

Location of Sandwich Board Sign: \_\_\_\_\_

Purpose of Sign: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

The Grantee shall *only* display a Sandwich Board Sign provided by the Village of Little Chute. Sandwich Board Signs must be placed at the back of curb, against the building, or in the bump-outs, but shall not impede the use of the on-street parking stalls or create vision obstructions at intersections that constitute a safety concern. No obscene or questionable language or images shall be placed on the Sandwich Board Sign. The sign can only be on display during times that the business is open to the public.

These Sandwich Boards were purchased from the Village and are intended to stay with the property and the original property owner(s) to whom they were initially distributed; otherwise this permit is void. If, for any reason a replacement of a Sandwich Board Sign is needed, a new one can be purchased from the Village.

The Village reserves the right and authority to cancel any Street Occupancy Permit and Sandwich Board Sign Use Agreement based on failure of the permit holder to follow the rules and requirements established in this policy and/or to amend or eliminate this program and rules at its sole discretion.

PERMIT GRANTED: \_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Signature of Grantee

\_\_\_\_\_  
Company Name (please print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Telephone #

**VILLAGE OF LITTLE CHUTE**  
**Department of Public Works**  
**Sandwich Board Sign Use Agreement**  
**Within Public Right-Of-Way**

I, \_\_\_\_\_, have paid the one-time permit fee established by  
*Name*  
The Village of Little Chute for the use of a Sandwich Board Sign at the business location  
of \_\_\_\_\_, business name of \_\_\_\_\_.

I have provided the Village of Little Chute with a Certificate of Insurance proving liability insurance to cover any potential claims resulting from the placement of signage in the public right-of-way. I agree to the following rules and requirements established in the Sandwich Board Sign policy:

- All Sandwich Board Signs will be provided by the Village of Little Chute, and no signs except those provided through the Village will be allowed to be placed on the sidewalk or public right-of-way.
- A minimum of 5 feet of unrestricted travel area on the sidewalk must be maintained between the Sandwich Board Sign and the curb and/or the face of the building to provide for the safe and sufficient movement needs of pedestrian traffic.
- The Sandwich Board Sign must be placed on the back of curb, against the building, or in the beautification strips (bump-outs) but shall not impede the use of the on-street parking stalls by blocking the possible opening of car doors or create vision obstructions at intersections that constitute a safety concern.
- Only one Sandwich Board Sign will be allowed per business/property including businesses located on corner lots. Businesses on corner lots will need to pick which street frontage they want to orientate their Sandwich Sign on.
- No obscene or questionable language or images shall be placed on the Sandwich Board Sign.
- The Sandwich Board Signs are temporary signs and shall only be on display during the hours and time that the business is open to the public. At all other times the Sandwich Board Sign must be removed and stored within the business owner's building and out of the view of the public.
- Permits for the use of Sandwich Board Signs within the Village right-of-way will only be issued to businesses with a storefront on Main Street between Monroe Street and Jackson Street or on Grand Avenue.
- The Sandwich Board Sign was purchased from the Village of Little Chute. It is intended to stay with the property and the original property owner(s) to whom it was initially distributed; otherwise this agreement is void. If for any reason a replacement of a Sandwich Board Sign is needed, one can be purchased from the Village of Little Chute.

The Village reserves the right and authority to cancel any street use permit and Sandwich Board Sign Use Agreement based on failure of the permit holder to follow the rules and requirements established in this policy and/or to amend or eliminate this program and rules at its sole discretion.

\_\_\_\_\_  
Signature of Grantee

\_\_\_\_\_  
Telephone # of Grantee

APPROVED BY: \_\_\_\_\_

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Date

**Fees for Street Occupancy Permit / Sandwich Board Sign Use Agreement:**

Street Occupancy Permit.....\$ 20.00  
(*one-time fee*)

Sandwich Board.....\$ 150.00

October 2011