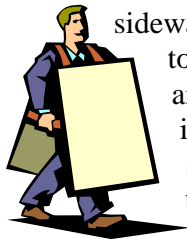


DISTRICT OF KENT SANDWICH BOARD SIGN INFORMATION GUIDE

What is a sandwich board sign?

A sandwich board sign is a sign constructed of two pieces of material and hinged together at one end, not exceeding 0.6 m² (6.46 ft²) in area;

Where can I place a sandwich Board sign? *Sandwich Boards* may be permitted on District property including



sidewalks or boulevards subject to the following conditions and regulations which are intended to ensure public safety and free and unencumbered movement of persons and vehicles:

(1) on any sidewalk provided that at least two persons can walk abreast of each other and there is sufficient room for a third person to pass the other two without any of them having to turn sideways or step off the sidewalk onto a gutter, parking lane, boulevard or private property, where such measurements are taken from the private property line to the nearest road edge of standard curb and gutter or the road side edge of a paved sidewalk, provided that poles of any kind or other permanent fixture shall not be included in such measurements;

(2) on any grassed boulevard between the sidewalk and parking allowance on the near side edge of the road provided it does not interfere with the movement of vehicles or the parking of vehicles or the opening of any door of the same;

(3) only immediately in front of and adjacent to the premises occupied by the business displaying the *Sandwich Board*;

(4) shall be not located so as to create a traffic safety hazard by interfering with the

vision of drivers entering or leaving the premises;

(5) *Sandwich Boards* shall be allowed on commercial property when they are wholly within the property lines of the business concerned and do not obstruct traffic flows, and they shall form part of the *aggregate area*.

Do I need a permit for a sandwich board sign? Yes, all sandwich board signs require permits as outlined in Section 3 of the Sign Bylaw.

Can I have more than one sandwich board sign? Yes, there is no restriction on the number of sandwich board signs provided they all have permits and are counted and considered as part of the maximum total 15% *aggregate area* (total amount of signage) for the building and premises in question. However, for the benefit of safe pedestrian movement, keeping sandwich board signs to a minimum is encouraged.

When can my sandwich board sign be displayed? Sandwich board signs shall be displayed during business hours only.

What information do I have to provide with sign my permit application? Every

application for a *sign* permit shall be accompanied by the following information, which may be hand-drawn and filed with the application:



1. completed drawings and specifications of what is to be erected or structurally altered,

including, where applicable, details of supporting framework;

2. site plans to scale, indicating location of the sign on the building relative to vehicle accesses, doors, windows and other existing signs, awnings or canopies on the site;
3. site plans, to scale, indicating the location of the sign on the site relative to street lines and other boundaries of the property and the location of the building thereon and in the case where an overhanging sign is proposed, the location of trees, utility poles, street lights and like objects; and
4. unless otherwise required by the Building Official, site plans may be referenced to a current survey plan of the site certified by a registered British Columbia Land Surveyor, and a copy of such survey plan may be submitted with the application.

When did the District’s Sign Bylaw (No. 1397) come into effect?

The District of Kent Sign Bylaw No. 1397 was adopted August 25, 2008 and thus came into effect immediately at its adoption.

Is there an application fee? If so how much is it?

\$75.00 for each sign

Why wasn’t I notified previously of sandwich board sign permit requirements?

On January 2009, 2010, and 2011 the District of Kent mailed out business licence reminders to all District business owners. Attached to the reminders were notifications that all portable and sandwich board signs are required to comply with the regulations of the District of Kent Sign Bylaw No. 1397, 2008.

Is there a maximum size permitted for my sign?

Yes, a sandwich board sign cannot exceed a size of 0.6 m² (6.46 ft²) in area; and it must be counted and considered as part of the maximum total 15% aggregate area (total amount of signage) for the building and premises in question.

What if I decide not to get a permit for my existing sandwich board sign?

If you make the decision not to obtain a permit for your existing sandwich board sign then you would be in non-compliance of the bylaw thus opening you and your business up to liability should an a trip and fall accident occur. Also, Should the District become aware of a non-permitted sandwich board sign the owner is subject to enforcement and the sign may be removed at your cost.

I have had a sandwich board sign out prior to 2008, Do I still need to get a sign permit for it now???

Yes, you are still required to get a sign permit for your sandwich board sign as it states that all *Sandwich Board Signs* must immediately comply with the provisions of this Bylaw on the date of its adoption.

What are the liability and insurance requirements for a sandwich board sign?

All *sign* owners must enter into a liability agreement with the District, substantially in the Schedule “C”, form attached that is attached to the Bylaw as indemnifying the *District* against all loss, cost, damages or expenses incurred or sustained by or recovered against the *District*; Insurance liability must not be an amount less than \$5,000,000.00.

