

KEEP THE FOLLOWING FORMS

BOROUGH OF STROUDSBURG



Sandwich Board Sign Checklist

1. Complete the **Sandwich Board Sign License Application**
 - a. Include a drawing showing where the sign will be placed in relation to the streets, property lines, and buildings.
 - b. Provide height, width, square footage, and type of material of the sign.
 - c. Provide **Property owner's** signature.
2. Complete the **License and Indemnification Agreement**
 - a. Complete page 1
 - b. Sign and have your signature notarized where indicated on page 4.
3. Submit a copy of your **Certificate of Liability Insurance**
 - a. The Borough of Stroudsburg must be the 'Certificate Holder'.
 - b. See sample provided.
4. **Return** completed Application, Indemnification Agreement, and Certificate of Insurance to our office with your **payment of \$75**. Please return the necessary forms within 10 business days.
5. **Keep** this packet which includes a copy of our Sandwich Board Signs Ordinance. Please review the Ordinance and familiarize yourself with the regulations. Keep it for your records. You may always review the most current version of the Ordinance on our website www.StroudsburgBoro.com .


Please note that you must receive your Sandwich Board License prior to placing your sign on any sidewalk area in the Borough. Please allow at least 10 – 15 days for application review and processing.

If you have any questions, contact John Stevens, Code Enforcement Officer, at 570-421-5444 extension 105, or JStevens@StroudsburgBoro.com.

Please review the attached copy of the Borough of Stroudsburg's current Sandwich Board Signs Ordinance and keep these forms for your records.

Sample Certificate of Insurance

5/23/2013 9:17 AM FROM: Knoll Insurance Agency Hewlett-Packard Company TO: 1-570-421-2690 PAGE: 001 OF 001



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/17/2013

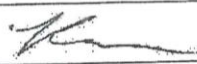
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE AGENCY, INC. [REDACTED]	CONTACT NAME: [REDACTED] PHONE (A/C, No. Ext): [REDACTED] FAX (A/C, No.): [REDACTED] E-MAIL: [REDACTED] ADDRESS: [REDACTED]																					
INSURED [REDACTED]	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>INSURER B:</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>INSURER C:</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>INSURER D:</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>INSURER E:</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>INSURER F:</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	[REDACTED]	[REDACTED]	INSURER B:	[REDACTED]	[REDACTED]	INSURER C:	[REDACTED]	[REDACTED]	INSURER D:	[REDACTED]	[REDACTED]	INSURER E:	[REDACTED]	[REDACTED]	INSURER F:	[REDACTED]	[REDACTED]
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INSURER E:	[REDACTED]	[REDACTED]																				
INSURER F:	[REDACTED]	[REDACTED]																				

INSR LTR	TYPE OF INSURANCE	ADOL	SUBR	INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY					[REDACTED]	05/14/2013	05/14/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			N	N	[REDACTED]	05/14/2013	05/14/2014	PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS, COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY					[REDACTED]	05/14/2013	05/14/2014	Fire Damage COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> ANY AUTO			N	N	[REDACTED]	05/14/2013	05/14/2014	
B	UMBRELLA LIAB					[REDACTED]	05/14/2013	05/14/2014	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB			N	N	[REDACTED]	05/14/2013	05/14/2014	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					[REDACTED]	05/14/2013	05/14/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Borough of Stroudsburg 700 Sarah Street Stroudsburg PA 18360 Fax: 570-421-2690	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Chapter 19: Signs and Billboards

Definitions.

Signs and Billboards

Part 1 SANDWICH BOARD SIGNS

§ 19-101 Definitions.

§ 19-102 Licenses and Permits.

§ 19-103 Design and Display Requirements.

§ 19-104 Enforcement and Penalties.

Part 1: SANDWICH BOARD SIGNS

§ 19-101 Definitions.

[Ord. 889, 7/12/2008; as amended by Ord. 926, 8/4/2010]

As used in this Part 1, the following words shall have the meanings indicated:

LICENSE

An annual certificate issued for the placement of a sandwich board sign.

PRIVATE PROPERTY

Property which is owned by a private citizen or corporation.

PUBLIC PROPERTY

Property which is owned by a political subdivision, government body or public service corporation or property located within any public right-of-way.

SANDWICH BOARD SIGN

Any temporary "A" frame sign which may readily be moved from place to place and which is intended to be placed on a sidewalk or pedestrianway in front of the business for which the commercial message is intended. A sandwich board sign shall not be an outdoor advertising sign; and, therefore, it may not direct attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing elsewhere than the business where the sign is displayed.

SPECIAL EVENT SIGN

Any temporary "A" frame sign which may readily be moved from place to place and which is intended to be placed on a sidewalk or pedestrian way which is intended to give directions to a special event taking place in the Borough of Stroudsburg. Special event signs shall only be permitted as part of approval of the special event by Borough Council. The size, location and construction of these signs shall comply with the requirements of this Part 1.

§ 19-102 Licenses and Permits.

[Ord. 889, 7/12/2008; as amended by Ord. 926, 8/4/2010]

1.

An annual sandwich board sign license shall be required for all sandwich board signs located on public property.

A.

All sandwich board and special event sign owners shall be required to obtain an annual sandwich board sign license from the Code Enforcement Officer prior to placing a sandwich board sign on public property. Applications shall be submitted on an approved form provided by the Borough.

B.

The applicant shall provide a signature of approval from the property owner along with proof of liability insurance for the property and a fee of \$30 for each sign.

C.

All licenses will be valid for one year and shall expire on June 30th of each year unless revoked pursuant to section § **19-104** of this Part.

2.

Sign permits shall be required for all sandwich board signs located on private property subject to the provisions in Part **8**, Sign Requirements, of the Zoning Ordinance [Chapter **27**].

§ 19-103 Design and Display Requirements.

[Ord. 889, 7/12/2008; as amended by Ord. 926, 8/4/2010]

1.

Sandwich board signs shall only be allowed for use in conjunction with retail stores or shops, and eating or drinking establishments within pedestrian-oriented commercial areas in commercial zoning districts. A pedestrian-oriented commercial area consists of one or more contiguous blocks where at least 75% of the block face contains buildings which abut the street sidewalk and the sidewalk is wide enough to allow for at least five feet of width for unrestricted pedestrian movement with sandwich board signs in place. Sandwich board signs shall meet the following requirements:

A.

Number of Signs. One sandwich board sign per establishment shall be permitted. Special events signs shall be limited to the number of signs and locations as approved by Borough Council.

B.

Area and Height. The maximum area shall be eight square feet per side of the sign. The width of the sign shall not exceed two linear feet. The maximum height shall be four feet.

C.

Location. Signs may be placed on a sidewalk directly in front of the applicant's business establishment and may only advertise as to the applicant's business. No off-premises advertising shall be permitted. The sign shall be placed on that part of the sidewalk closest to the associated use, and the nearest part of the sign structure shall not be separated by more than one foot from the wall of the building. The sign must be placed so as not to interfere with or obstruct pedestrian or vehicular traffic, and a minimum of five feet of passage must be maintained on the sidewalk between the street and the sign. Signs may not be anchored to the sidewalk or attached or chained to poles, newspaper vending boxes, or other structures or appurtenances.

Option #1:

Exception: In the event that the sidewalk is not wide enough or has obstructions which make meeting the five-foot wide pedestrian passage requirement impossible, the minimum pedestrian passage may be reduced below the five-foot minimum requirement but in no case shall be less than three feet.

Option #2:

Exception: In a commercial zoning district a business which does not front on Main Street and is located on the same zoning lot which has street frontage on Main Street, the business not fronting on Main Street will be permitted to place a sandwich board sign on the Main Street sidewalk in front of the Building. The sandwich board sign will be permitted provided authorization is granted by the property owner. When the business/property owner chooses to exercise this option, the insurance indemnification shall specify liability coverage for the area where the sign is to be located.

Location. The sign shall be placed as specified in Subsection 1C with the additional requirement that the sign be located as remote from the entrance of the Main Street business entrance while still providing a safe pedestrian passage route.

D.

Lighting and Display Hours. Signs may not be illuminated and may be displayed during daylight hours only. Signs must be removed each evening by 5:30 p.m. during the period from October 1 through March 31, and by 9:00 p.m. during the period from April 1 through September 30.

E.

Design. The sign frame shall be painted, stained wood, anodized aluminum, or metal. Plastic framed signs are prohibited. Stenciled or spray-painted signs are prohibited. Windblown devices, including balloons, may not be attached or otherwise made part of the sign.

F.

Indemnification. Any person erecting a sign shall indemnify and hold harmless the Borough and its officers, agents, and employees from any claim arising from the presence or placement of the sign on Borough property or right(s)-of-way. The person placing the sandwich board sign shall sign an indemnification agreement, approved by the Borough Solicitor, prior to the issuance of a sign permit. The indemnification agreement shall be accompanied by evidence of insurance covering the liability assumed in this subsection and the agreement.

§ 19-104 Enforcement and Penalties.

[Ord. 889, 7/12/2008; as amended by Ord. 926, 8/4/2010]

1.

Expiration or Revocation of License. Licenses shall be issued for a period not to exceed one year. Any license may be revoked by the Code Enforcement Officer at any time upon failure of the licensee to follow the regulations set forth in this Part. After written notification to remove the sandwich board sign from the public property is served to the Licensee and/or violator of this chapter, and if the licensee does not remove the sign, the Codes Enforcement Officer is authorized to remove the sign from the public property.

2.

Penalties. Any person, firm or corporation who shall violate any provision of this Part shall, upon conviction thereof, be sentenced to pay a fine of not more than \$300, together with the costs of prosecution, or to undergo imprisonment for a term not to exceed 30 days. Each day that a violation of this Part continues shall constitute a separate offense.

******PLEASE REFER TO WEBSITE FOR MOST CURRENT CODES AND ORDINANCES:**

<http://StroudsburgBoro.com>