

Where can I put my Sidewalk Sign?

You can only put one Sidewalk Sign in front of your business. Generally, it has to allow at least 5 feet of clear space between the sign and the curb, or any other obstruction (lamp post, bench, bike rack, etc.), for pedestrians and not create a fire hazard. It also cannot:

- Be in a doorway or entry way,
- Hang over onto the street or alley,
- Be closer than 10 feet to a street intersection.

When can I put my Sidewalk Sign out?

You can put it out during your normal business hours but not between 11:00 p.m. and 6:00 a.m., unless otherwise notified by the City.

What can I put on my Sidewalk Sign?

You can put anything you want on your Sidewalk Sign as long as what is on it is available at the business where the Sidewalk Sign is located.

Can I advertise for my other location across town?

Nope.

What happens if I don't follow the rules?

You could lose your privilege of having a Sidewalk Sign and/or receive a citation to go to Municipal Court where the judge can make you pay up to \$500 and/or send you to jail for up to six months for every day that you didn't follow the rules.

City sidewalks and public plazas are public rights-of-way that are generally reserved for the public's free and unobstructed pedestrian travel. Most cities, including the City of Manhattan, adopt ordinances to protect this public purpose to ensure pedestrian passage. The City must grant permission for a private entity, such as a business owner, to use an adjacent public sidewalk or plaza for the business owner's private purpose.

City staff will review the proposed sign location to determine that it preserves fire safety, ingress/egress from structures, traffic safety, and Americans with Disability Act (ADA)-required passage. Although other sign permits involve one-time fees, the City requires an annual review of any temporary use of the sidewalk, because the characteristics of the area, the use, or the ADA requirements may be different the next year. There may be a need to change or eliminate the temporary use of the sidewalk in order to preserve the primary purpose of pedestrian passage.

**For complete details see
Ordinance No. 7116**

Questions?

Please contact us at:

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Sidewalk Signs

City of Manhattan, KS

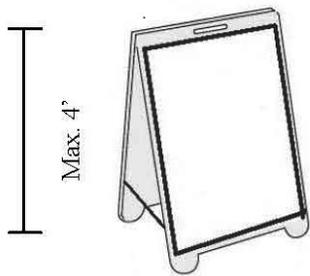


What is a Sidewalk Sign?

A movable sign not secured or attached to the ground or surface upon which it is located and placed upon a sidewalk within a public right-of-way that is supported by its own frame.

What does that mean?

Sidewalk Signs generally look like this:



Can I put one on the sidewalk in front of my business?

YES. You can have one Sidewalk Sign for your business if your business is located adjacent to a public sidewalk or public plaza in:

- Downtown (C-4, Central Business District)
- Aggieville (C-3, Aggieville Business District); or
- within a Planned Unit Development (PUD) that allows temporary uses on a city sidewalk or public plaza within or adjacent to the PUD

Can I put more than one in front of my business?

Nope, you can only have one Sidewalk Sign for your business.

What if my business is on a corner?

Nope, even businesses on corners can only have one Sidewalk Sign.

So how big can my one Sidewalk Sign be?

No more than 28 inches wide by 48 inches tall

Are those measurements for the display area or the whole thing?

Those measurements are for the whole thing. The sign, legs, appendages, palm trees, Wildcats, all of it can't be more than 28 inches wide by 48 inches tall.

So what does it cost to get a Sidewalk Sign Permit?

A Sidewalk Sign Permit costs \$25 per calendar year (January 1 – December 31) and won't be pro-rated if you apply mid-year. You can put your Sidewalk Sign on the sidewalk once your application is approved.

Do I have to apply every year?

Yep.

What do I need for a Sidewalk Sign Permit application?

You will need \$25, a site plan that includes the square footage of the sidewalk, elevation drawings of the sign showing its dimensions, location, and proof of liability insurance for at least \$500,000 in coverage. Also if you don't own the building your business is in, then you will need written permission from the property owner that says you can have a Sidewalk Sign. If you don't fill out everything on the application, don't pay the fee, or don't put the correct information on the application, then it will be denied. You can apply at the Customer Service counter located on the first floor of City Hall at 1101 Poyntz Ave.

What is a site plan?

A site plan is a drawing that shows where your business is located. It includes property lines, how wide your business is, the square footage of the sidewalk in front of your business, any potential obstructions (benches, planters, lamp posts, etc.) and where you want to put your Sidewalk Sign.

What is an elevation drawing?

An elevation drawing is a drawing that shows what your sign looks like and how wide and tall your Sidewalk Sign will be.