



# CITY OF BARTLESVILLE

Community Development Department  
Building Services

Building Services  
401 S. Johnstone  
Bartlesville, OK 74003  
Phone: (918) 338-4244  
Fax: (918) 338-4279  
<http://www.CityofBartlesville.org>

## Sandwich Board Sign Permit Application

Completed applications may be submitted by mail, in person, email or fax.

Mail or drop off your completed application to:

Building Services  
401 S. Johnstone  
Bartlesville, OK 74003  
M-F 8AM – 5PM

Fax your completed application to: (918) 338-4239 or Email completed application to: [permits@cityofbartlesville.org](mailto:permits@cityofbartlesville.org)

Please Allow 5 business days to process your application

Application Fee: \$20

### Site Information

Application Date:	Staff Initials & Date Received:		
Business Property Address:			Zone District
City State Zip			
Business Name:			

### Owner & Applicant Information

Business Owner Name:	Telephone #	Alternate Phone #
Business Owner Full Mailing Address (if different from above):		
Street City State Zip		

### Sandwich Board Sign Information

Sign design and layout. Include all dimensions, language, and graphics.

Length:	Width:
Total Area SQ FT:	Height From Ground:
Sidewalk Width:	Distance of Sign From Curb:
Materials:	



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**Site Plan** shall include exact location of sign; width of the sidewalk; the distance to surrounding buildings and curb edge; street names; and building addresses.



**ATTACH THE FOLLOWING DOCUMENTS**

- a. Photographs showing storefront, building, other existing signs, abutting properties, and surrounding streetscape
- b. Color Sketch of sign
- c. Site Plan
- d. Proof of liability insurance
- e. Approval from the Design Review Committee

**By signing this application as the Business Owner, I hereby certify and agree to indemnify and hold harmless the city, its officers and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of a sign permitted under section 16-45(i).**

Business Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BARTLESVILLE MUNICIPAL CODE

Sec. 16-45. - Signs on public property.

- (a) Except as herein provided, no signs, except traffic-control signs, shall be permitted on public property or right-of-way unless prior approval as hereinafter set forth is obtained.
- (b) Commercial signs on road right-of-way are prohibited without the express approval of the board of commissioners.
- (c) Commercial signs on public property are prohibited unless a written agreement allowing such signs and containing safeguards for the welfare of the city is approved by the board of commissioners.
- (d) Commercial signs on the outfield fence at Municipal Stadium are allowed.
- (e) Donation credit signs which acknowledge a gift and which do not promote a commercial purpose are allowed on city property or right-of-way only if prior approval of either the city manager or board of commissioners is obtained.
- (f) Education or informational signs which do not promote a commercial purpose are allowed on city property or right-of-way if prior approval of either the city manager or board of commissioners is obtained.
- (g) Prior to allowing any signs on park property, the proposal shall be submitted to the park board for its recommendation.
- (h) In the event there are any signs in violation of this chapter, the board of commissioners may allow a reasonable length of time, not to exceed one (1) year, for either appropriate approval to be obtained or for the nonconforming signs to be removed.
- (i) Sandwich board signs, as defined herein, shall be permitted within the public right-of-way in any C-4 (Central Commercial) zoning district subject to the following requirements:
  - (1) Sandwich board sign, also known as A-frame sign shall be defined as a portable sign or structure composed of two (2) sign faces mounted or attached on one side so as to form a basically triangular vertical cross

section through the faces allowing the sign to stand in an upright position.

- (2) The sign area per sign is limited to a maximum of six (6) square feet per side, and the sign height is limited to a maximum height of four (4) feet.
- (3) Such signs shall not be illuminated or be connected to any power source in any way.
- (4) Signs may be placed on the public right-of-way adjacent to the professional, commercial or business activity advertised on the sign. Signs shall not be placed in such a manner as to obstruct or otherwise interfere with an official traffic sign, signal or device, or to obstruct or otherwise interfere with a driver's view of approaching, merging or intersecting traffic. The City's traffic engineer shall be responsible for determining or clarifying such obstruction.
- (5) The signs shall be displayed only during the hours the premises or business is open to the general public. Such signs shall be removed by the end of business each day. It shall be the responsibility of the sign owner to ensure removal of the sign at the end of each business day.
- (6) The maximum number of signs advertising a specific premise and/or business shall be limited to not more than one (1) sign per company/business and in the case of multiple business per specific premise, not more than two (2) signs per specific premise.
- (7) No sign shall be attached to any utility pole, light standard, traffic sign, tree, fire hydrant, or any other public facility.
- (8) No sign shall be placed in median strips, planter/traffic islands, or in the roadway. No sign shall block a sidewalk, and shall not encroach into any portion of a required handicapped ramp. No sign shall be located closer than two (2) feet from the face of curb to the nearest sign edge leaving a minimum width of five (5) feet of unencumbered accessway for public sidewalk. It shall be the responsibility

of the sign owner to ensure proper placement.

(9) Each sandwich board sign shall include the name of the company or business. Any sign which does not have the name of the company or business is prohibited.

(10) The sign shall be of durable materials and construction, sufficiently stable to withstand any environmental condition that may cause the sign to be moved from its original legal placement.

(11) Parties placing such signs within public right-of-way shall obtain a sign permit, and as a condition of obtaining said permit, the applicant must provide the City with proof of continuous liability insurance during the life of the sign, relative to damage or injuries resulting from placement of the sign. Said insurance shall be sufficient in amount to a level established by the City. For enforcement purposes, such sign permit shall be prominently displayed on the storefront of the business to which the sign permit is issued so as to be viewable from the street.

(12) City staff shall be authorized to immediately remove and destroy any signs found to be in violation of the requirements of this ordinance.

(Code 1978, § 15.36.161; Ord. No. 3026, § 1, 3-6-00)