

Signboard and Sidewalk Display Guidelines

Chapter 15, Article 7, §701.D. of the Montpelier City Ordinance states, in part:

Placement of any sign or display within the public right of way requires approval by the Director of Public Works acting as Streets Commissioner. These signs include freestanding signboards or menu boards, signs, vending machines, displays of merchandise, etc., placed within the public right of way or upon public sidewalks.

The Department of Public Works has several very simple guidelines which we ask you to follow:

- Only one sign per business.
- Maximum height 4 feet, Maximum width 2 feet.
- Place as close as possible to the front of your store/business.
- Locate at curb line or adjacent to the building – not in the middle of the sidewalk.
- Remove the sign during snowstorms, and anytime the City performs winter maintenance.

PLEASE be courteous to your customers and neighbors:

- Do not place your sign on any sidewalk that is less than 7 feet wide.
- Do not create an obstacle course for pedestrians – line up your sign with your neighbor's sign and other street fixtures.
- Do not obstruct parking meter access.
- Do not attach your sign to meter posts, trees, signs, etc.
- Do not block crosswalks or obstruct visibility of crosswalks.
- Do not block access to doorways.
- Do not obstruct parking spaces – the best place is at the head of an on-street parking space.
- Do not leave your sign out when your business is closed.

Thank you for following these guidelines.

If you have any questions or need more information,
please call the Public Works Office at City Hall, at 223-9508.