



A-Frame Sign Permit Application

A-Frame Signs for businesses located within city limits require a “no-fee” permit. Permits may be applied for in person at 451 Pecan Avenue, Fairhope, AL 36532, emailed to: planning@fairhopeal.gov with “A-Frame Sign Permit Application” in the subject line, or mailed to Planning & Zoning Department, PO Box 429, Fairhope, Alabama 36533.

APPLICATION INFORMATION:

Business Name

Height of Sign (4-foot max.)

Width of Sign (2.5-foot max.)

Address of Business

Business Owner/Officer Name

Email

Phone

Is the sign to be located within the Central Business District? Yes No

If “Yes”, and placement within City right-of-way is desired a *Certificate of Insurance* must be submitted with this application in compliance with [Sec. 18.5-4\(b\)9 Permitted signs for nonresidential districts and uses](#).

A-FRAME SIGN PERMITS ARE SUBJECT TO CERTAIN LIMITATIONS: *(These limitations are summarized on the attached page. Please see [Sec. 18.5-4\(b\)9 Permitted signs for nonresidential districts and uses](#) for the complete text.)*

ACKNOWLEDGEMENT:

By signing below, I indicate that I understand all applicable regulations, and that I will abide by them. I further accept responsibility for this A-Frame Sign and will maintain it in compliance with all applicable regulations.

Signature

Date

A-FRAME SIGN PERMITS ARE SUBJECT TO THE FOLLOWING LIMITATIONS: (Summarized below, see [Sec. 18.5-4\(b\)9 Permitted signs for nonresidential districts and uses](#) for complete text.)

- a. Business owners must obtain a free A-Frame Sign Permit from the Planning Department, who will assign its approved placement.
- b. An A-frame sign can be placed on private property or in the public right-of-way within the Central Business District, as long as it does not block pedestrian or wheelchair access or violate the Americans with Disabilities Act. At least three (3) feet of clear access must be maintained along all public sidewalks and building entrances.
- c. An A-frame sign shall not encroach into required off-street parking areas, and may not be arranged so as to create site distance conflicts or other traffic hazards.
- d. An A-frame sign shall be utilized only during the regular hours of operation of the business or special event and shall be removed during nonbusiness hours.
- e. An A-frame sign must measure 4 feet tall by 2 feet 6 inches wide, with height measured from the sidewalk grade.
- f. A-frame signs are allowed for ground floor or street-facing tenants only and must be placed directly in front of the place of business within 20 feet of the building façade. In buildings with multiple businesses, one shared multi-tenant A-frame sign per street frontage is permitted, subject to the area and size rules in this chapter.
- g. A-frame signs must be professionally made with durable, weather-resistant materials like aluminum, plastic, or wood and kept in good condition for the permit period.
- h. For businesses in the Central Business District seeking placement on city right-of-way, applicants must submit a *Certificate of Insurance* with their application which complies with the following criteria at application and annually on the permit's anniversary date:
 1. Public liability insurance in an amount not less than one million dollars (\$1,000,000.00) for injuries to each person, and in an amount not less than one million dollars (\$1,000,000.00) for any one (1) occurrence.
 2. Property damage insurance in an amount not less than one million dollars (\$1,000,000.00) for damage to the property of each person on account of any one (1) occurrence.
 3. Said policies shall name the City of Fairhope as additional insured and shall constitute primary insurance for the city, its officers, agents, and employees, so that any other policies held by the city shall not contribute to any loss under this insurance.
 4. Policies shall provide for thirty (30) days' prior written notice to the city of cancellation or material changes.
- i. The city may immediately remove any sign that interferes with traffic, emergencies, or sidewalk work.