



## Guidelines for Temporary Signs ...

2/21/2020 DLC

### TEMPORARY SIGN

An on-premises or off-premises sign intended to display either commercial or noncommercial messages of a transitory or temporary nature. Portable signs which are not permanently embedded in the ground or permanently affixed to a building and/or structure are considered temporary signs. This shall include all banner signs, political, real estate, contractor, yard sale, commercial and noncommercial flags, and sandwich board signs.

### SPECIAL EVENT SIGN

A temporary on-premises or off-premises sign that carries information about a special event such as an auction, flea market, festival, carnival, meal or fund-raising event. The term shall include business "Grand Opening" promotional sales and celebrations as regulated herein.

### OFF PREMISE SIGNS - i.e. IN MARKET SQUARE:

The only off-premise signs permitted in public areas are a temporary special event or political sign. These signs promote a noncommercial event or political promotion and shall be permitted in preapproved public areas, provided that authorization, scheduling and a contact is provided to the Borough Codes Official. The limitation on the size and number of signs shall be developed by policy of the Borough related to the pre-designated areas where the signs may be placed.

- Currently Borough policy allows a total of two special event signs per event to be erected in the public areas of Market Square placed no more than 7 days prior to the event and removed the day after the event; typically, one sign, a maximum of 6 square feet per sign located at each end of the Square. They may be a free-standing sandwich board style sign or a sign firmly attached on a support stake/wire, etc. in the ground. Signs may not be attached to any signal box, post, light pole, block sight distance or distract drivers. A **No-Fee** Special Event Sign registration application is available to submit at least one week prior to placing such signs.

### YARD SALE AND OPEN HOUSE SIGNS:

All such signs shall be limited to a maximum size of 5 square feet per side in area and shall be removed within 24 hours after the event or activity advertised has occurred. One sign shall be permitted on each premises' frontage (max of 2) of where the event or activity is to take place. IN ADDITION, 2 directional freestanding signs shall be allowed at 2 separate intersections leading to the yard sale or open house. *Signs attached to poles or vegetation are prohibited*. Permission from the property owner to place such signs is required and it is the responsibility of the sign owner to gain such approval. Any sign shall not be erected more than 5 days prior to such event or activity. At no time shall any sign, balloons or such block public right of way or vehicle sight distance.



*The Codes Compliance Officer will remove, or have removed, signs placed in violation of the above guidelines. If information is provided on the sign the sign owner shall be notified. Signs will be held in the Borough office for 30 days from the removal or contact date; if these signs are not recovered, they will be disposed of.*

If you have questions about signs you may contact the Codes office at 717-665-2461 ex. 223 or check out the website at [www.manheimboro.org](http://www.manheimboro.org). Once on the home page you will: Click on Ordinances; Click on General Code (it will turn blue if you hover over it); Scroll down to Chapter 220 – Zoning and click on "Outdoor Signs" S/S 220-36.