

What does the City consider downtown?

Downtown Prescott is defined as the area bounded on the south by Carleton Street (*not inclusive* of Carleton Street), on the east by Marina Street (*inclusive* of Marina Street), on the north by Sheldon Street (*inclusive* of Sheldon Street), and on the west by McCormick Street (*inclusive* of McCormick Street).

How much do off-site sign permits cost and where can I purchase them?

or more than two signs
up to a maximum of seven) to
display between 6 a.m. Friday
through 7 p.m. Sunday

\$50.00
per sign

permit for extended display
times (beyond Fri – Sun)

\$200.00
per sign

permit for more than two
signs and extended display

\$250.00
per sign

The above permits are valid for one year from time of purchase.

Sidewalk sales are limited to four events per calendar year and must be approved by the Prescott City Manager. No fee is charged.

**For more information, contact
the City of Prescott Legal Department,
928-776-6274**

**To purchase a permit,
visit Prescott City Hall
201 S. Cortez Street**



Sign Savvy

A users guide to signs in the right-of-way regulations and permit process



What if I need signs for an estate sale, real estate showing

Off-site signs within the right-of-way for yard sales, estate sales or missing animals are allowed, but subject to the following limitations and conditions:

- ⇒ **Paper and cardboard are prohibited.**
- ⇒ **Signs may not be placed on trees, traffic signs, traffic control devices or utility poles.**
- ⇒ Signs are allowed between the hours of 6 a.m. Friday and 7 p.m. Sunday only, unless a permit is obtained from the city for extended times. Permits for up to a total of seven signs for **extended periods** may be obtained from the city at a cost of \$200 per sign per year. See back page for details.
- ⇒ Signs may be no more than 21 inches by 27 inches, including all structures or objects upon which the sign is placed or located. If a box-type sign is used, the dimensions cannot exceed 21"x21"x27".
- ⇒ Signs must be constructed of a weather-resistant material.
- ⇒ All signs placed in the right-of-way must contain the name and address of the individual placing the sign, unless that sign has a permit affixed to it that was issued by the City of Prescott.
- ⇒ Signs cannot be associated with an adjacent business.
- ⇒ Signs must be for events or sales that do not take place on an ongoing basis or at a permanent location.
- ⇒ Signs are not allowed for businesses that have an ongoing business that takes place on a continuing basis at a permanent location.
- ⇒ The total number of allowable signs within the city right-of-way for advertising a sale or event for any one location may not exceed two signs, unless a permit is obtained from the city for additional signs. Permits for up to five additional signs are available at a cost of \$50 per sign per year. (See back page for details.)
- ⇒ If placed on a sidewalk, a sign must be placed in such a manner that it allows a minimum of 48 inches of unobstructed travel on the sidewalk.
- ⇒ The following signs are prohibited: Any sign emitting sound, constructed of open light bulbs, or signs with intermittent or flashing illumination, or animated or moving signs, or balloons.
- ⇒ No signs may be located within a street, public trail, city planter, road or other thoroughfare.
- ⇒ No off-site signs are permitted in downtown Prescott.



I am a merchant. What part of the ordinance affects me?

City Code prohibits the use of sidewalks and right-of-way for business purposes, with the following exceptions:

Sidewalk sales are allowed for adjacent businesses only if a permit is obtained from the city manager. All merchandise and associated equipment for a sidewalk sale must provide a minimum of 48 inches of unobstructed travel on the sidewalk and must be placed closer to the business than the curb or outside edge of the sidewalk.

Merchants may only place tables, benches and chairs on a sidewalk adjacent to their business. Tables and chairs may remain outside only when the business is open. All tables, benches and chairs must be kept in a clean condition and in a good state of repair.

Unightly conditions (such as an accumulation of dirt, debris, breakage, rotting, crumbling, cracking, peeling or rusting) is prohibited. A minimum of 48 inches of unobstructed travel on the sidewalk must be provided for, and any tables and chairs must be placed closer to the business than the curb or outside edge of the sidewalk.

All furniture must be made of metal, wood or a combination, unless the furniture is in downtown Prescott, where all furniture placed in the right-



of-way must be constructed of black metal or iron to be compatible with existing downtown furnishings. Outside umbrellas associated with tables or benches are prohibited in the public right-of-way downtown.



What if I want to put a sign in front of my business?

Sandwich signs are allowed, subject to the following limitations and conditions:

- They may be outside of a business which conducts business on a continuing basis at a permanent location, when the adjacent business is open to the public, and placed in the right-of-way by or on behalf of that business.
- They may be no more than 50 inches high and 31 inches wide, including all structures or objects upon which the sign is placed or located, together with anything affixed or attached thereto.
- All sandwich signs must be kept in a clean condition and in a good state of repair.
- Unightly conditions, including but not limited to the accumulation of dirt, debris, breakage, rotting, crumbling, cracking, peeling or rusting, and any other similar condition of disrepair or deterioration is prohibited.

- Only one sandwich sign is allowed in front of any one property at any one time. Sandwich signs placed on a sidewalk must allow a minimum of 48 inches of unobstructed travel on the sidewalk.
- In downtown Prescott, sandwich signs must be placed closer to the curb or outside edge of the sidewalk than to the business.
- The following signs are prohibited: Any sign emitting sound, containing light bulbs, balloons, or signs with intermittent or flashing illumination, or animated or moving signs.
- No signs may be located within a street, public trail, city planter, roadway or other thoroughfare, nor may any sign be affixed to a tree, traffic sign, traffic control device or utility pole.



At a glance...

- ◆ Citizens conducting yard sales or open houses are allowed two signs in the right-of-way per event. Additional signs, up to a maximum of seven, are available by obtaining a permit from the city for each additional sign. These signs may be placed in the right-of-way between 6 a.m. Friday and 7 p.m. Sunday. Paper or cardboard signs are no longer allowed and no signs may be placed on traffic sign poles, utility poles, trees or the like.
- ◆ Citizens or business people who need multiple signs placed in the city right-of-way for extended periods, may purchase permits. Permits must be obtained for each sign in excess of two that are needed for extended periods (beyond the Friday through Sunday time period).
- ◆ Merchants planning sidewalk sales must first obtain a permit from the Prescott city manager's office. Sidewalk-sale permits are free.
- ◆ The public right-of-way is defined as the street, sidewalk and all property from the street to the adjoining private property.