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## SIGN PERMIT APPLICATION

Before any person is to erect, alter, display, relocate, or maintain any sign or other structure designed to display a message applicants are asked to complete the Sign Permit Application in its entirety and forward it to the Zoning Administrator.

It shall be unlawful for any person to erect, alter, display, relocate, or maintain any sign or other structure designed to display a message without first obtaining a permit. . If a sign is illegally erected the sign may be removed and its owner could be subject to a municipal fine.

Once the Sign Permit Application and supporting materials are determined to be administratively complete, the City will act on the application. The application is generally completed within 5 business days and you will receive confirmation of approval.

You may submit this form to staff at City Hall located at 66 S. Main St., Cedar Springs, MI 49319, Monday thru Thursday 7:30 am to 5:30 pm. You may also place this application with appropriate payment in the drop box located in front of City Hall or mail to City Hall, P.O. Box 310, 66 S. Main St., Cedar Springs, MI 49319.

### SIGN PERMIT APPLICATION INFORMATION

1. The City's sign ordinance can be found starting at Sec. 40-540 in the Code of Ordinances.
2. Signs that meet the requirements found in Sec.40-543 are exempt from permitting. Signs described in Sec. 40-542 are prohibited.
3. Every sign shall be constructed and maintained at all times in a manner consistent with the building code provisions and in reasonable repair and good structural condition at all times.
4. No sign shall be allowed in a public right-of-way or public easement except as may be allowed elsewhere in this Sign Ordinance.
5. Digital signs are permitted according to the rules found in Sec.40-546.
6. Temporary signs are permitted according to the rules found in Sec.40-547.
7. Signs in the RR, R-1, R-2, R-3 and R-4 Zoning Districts must follow the requirements in Sec. 40-548 and Sec. 40-544 in the Code of Ordinances.
8. Signs in the B-1, B-2, B-3 HC, MU and I-1 Zoning Districts must follow the requirements in Sec. 40-549 and Sec. 40-544 in the Code of Ordinances. Pole signs are permitted in the HC district.
9. Sign erectors shall provide proof of their licensure and insurance as part of this application.
10. Applicants must provide the information requested for in this application or their application will be deemed incomplete and will not be acted upon.
11. New businesses must check the City's zoning requirements to see if they are required to get zoning approval prior to opening for business. Information related to business zoning can be found under "Business Information" on the City's website.

**Individuals wishing to receive assistance in completing the Sign Permit Application are asked to contact City Hall at 616.696.1330.**



Office Use



## Sign Zoning Permit

Applicant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Is Applicant the Owner of property where sign is to be located?  Yes  No

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  Cell  Home  Business

E-mail: \_\_\_\_\_ Property Address: \_\_\_\_\_

Preferred method of contact:  E-mail  Phone  Mail

Parcel Number: 41 ----- Zoning District: \_\_\_\_\_

Type and material of sign to be installed? (See Sec. 40-541) \_\_\_\_\_

What are the sign's measurements? (See Sec.40-545) \_\_\_\_\_

If a wall sign, what are the measurements and area of the wall facade? (See 40-549(3)) \_\_\_\_\_

If a temporary sign, what is your starting and ending dates for display? \_\_\_\_\_

Have you provided a sketch, photograph or artistic rendering of the proposed sign, the sign's location, mounting and other information required under the ordinance?  Yes  No

**Applicant's Signature:** \_\_\_\_\_

**BY SIGNING THIS FORM I ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF KNOWLEDGE AND THAT I INTEND TO ABIDE BY THE SIGN ORDINANCE. I ALSO ACKNOWLEDGE THAT FAILURE TO FOLLOW THE REQUIREMENTS OF THE SIGN ORDINANCE MAY RESULT IN THE REMOVAL OF THE SIGN AT MY EXPENSE.**

City Employee Receiving Application: \_\_\_\_\_

Zoning Permit Authorization:  Yes  No Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Zoning Administrator's Signature: \_\_\_\_\_

Fee Paid:	<input type="checkbox"/> Sign	\$ 25.00
	<input type="checkbox"/> Crosswalk Banner	\$ 75.00

# City of Cedar Springs Sign Permit - Sketch

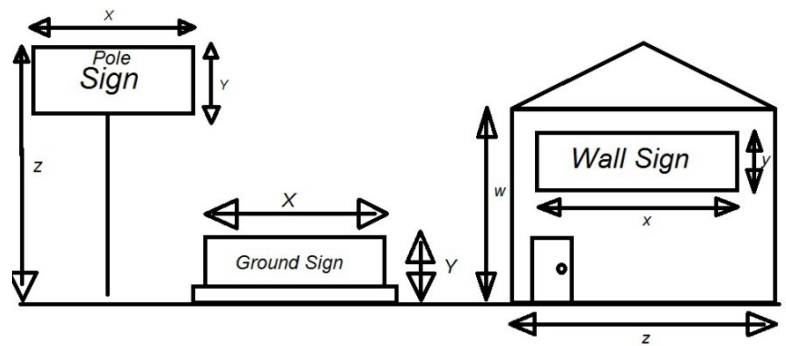
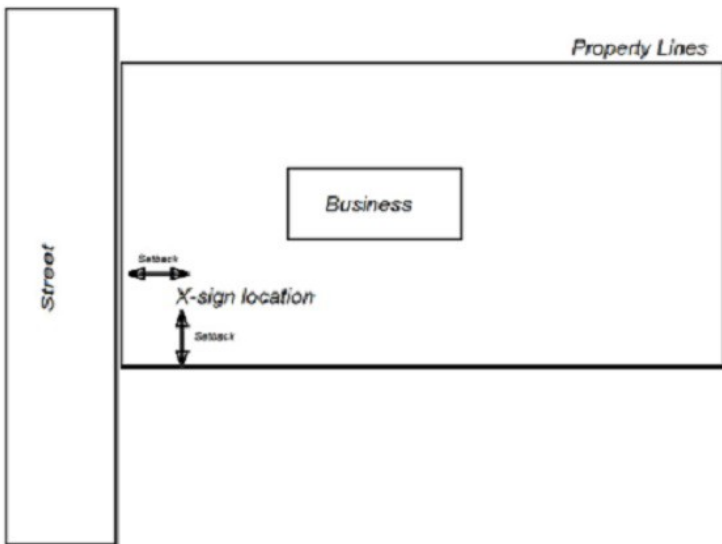
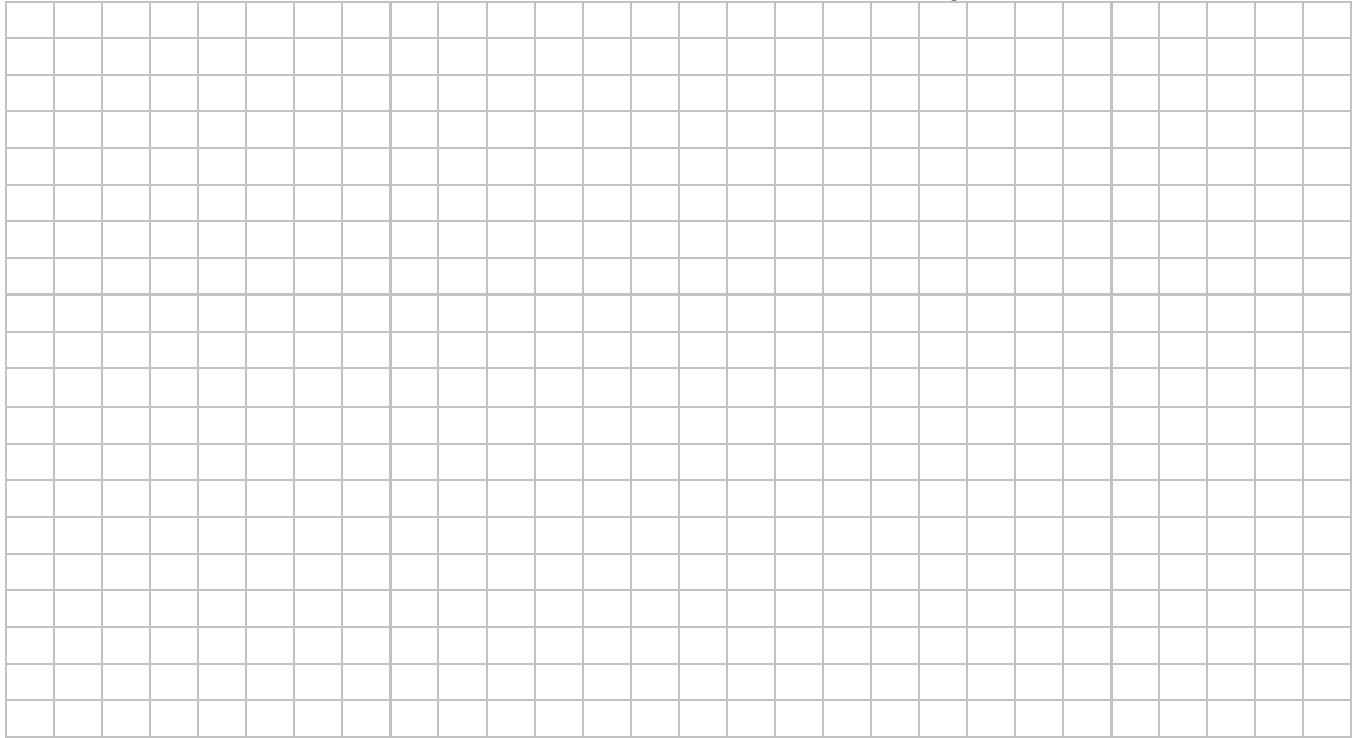
A complete and accurate drawing is required for all sign permits.  
 Applicant may attach their own separate drawing or use the scale below.

Address: \_\_\_\_\_ Parcel #: 41 - - -

**Please show and label:**

- Property lines
- Required setbacks
- Principal Structure
- Streets

- Sign height
- Sign size/measurements
- Facade size/measurements
- Sign location



Examples of Sign Sketch