



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. Changing the sign insert only is exempt from permitting, no other changes are permitted to the sign structure while changing a sign insert.
4. 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.
5. No sign shall be allowed in a public right-of-way or public easement except as may be allowed elsewhere in this Sign Ordinance.
6. Digital signs are permitted according to the rules found in Sec. 40-546.
7. Temporary signs are permitted according to the rules found in Sec. 40-547.
8. 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.
9. 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.
10. Sign erectors shall provide proof of their licensure and insurance as part of this application.
11. Applicants must provide the information requested for in this application or their application will be deemed incomplete and will not be acted upon.

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

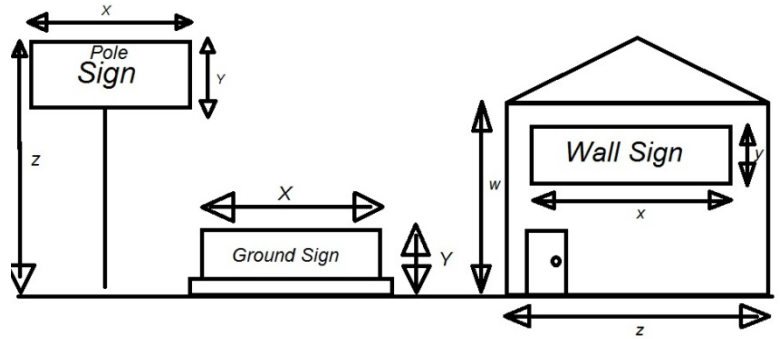
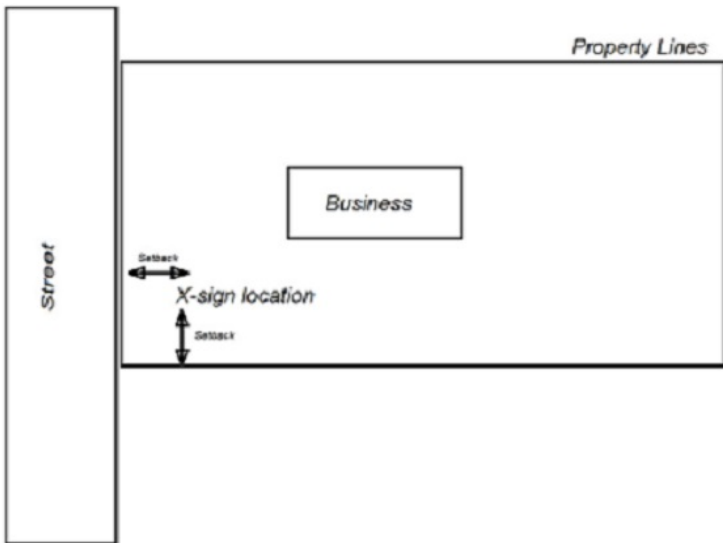
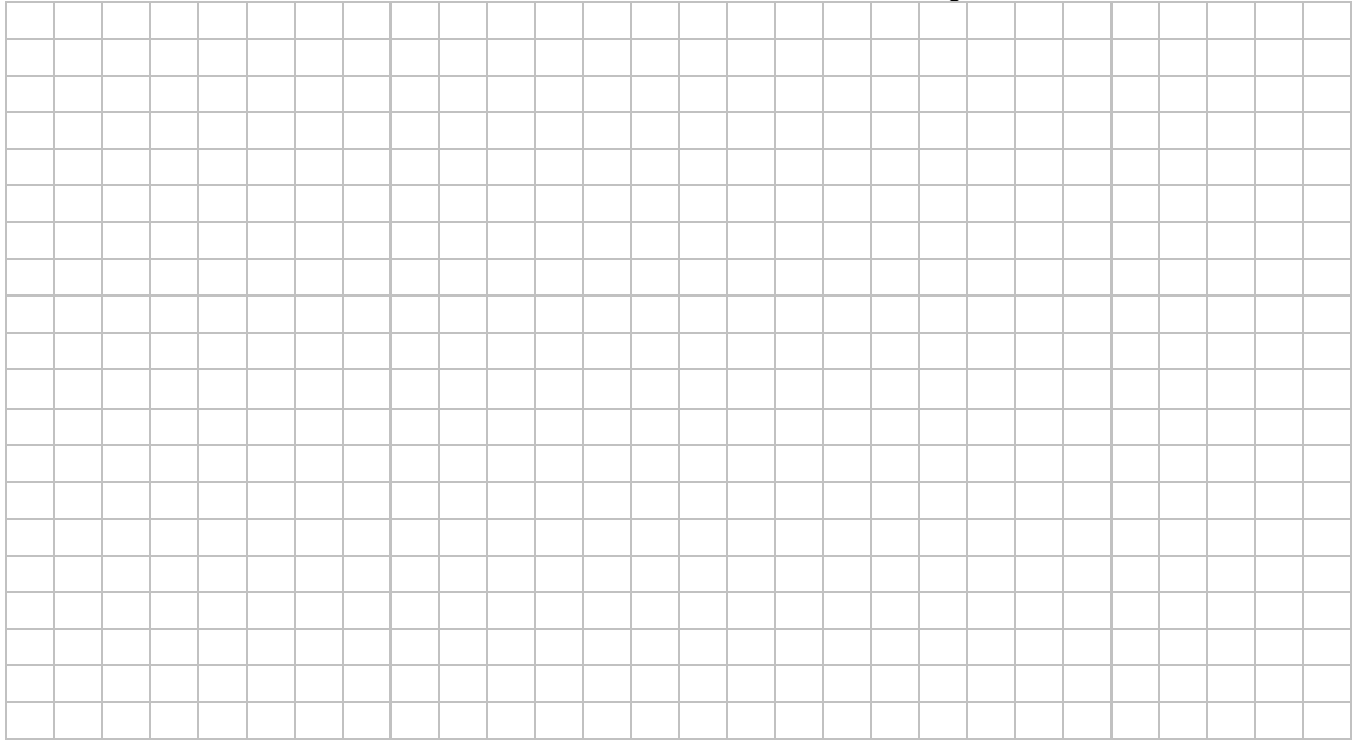
**A complete and accurate drawing is required for all sign permits.
Applicant may attach their own separate drawing or use the scale below.**

Address: _____ Parcel #: 41 - - -

Please show and label:

- Property lines
- Required setbacks
- Principal Structure
- Streets

- Sign height
- Sign size/measurements
- Façade size/measurements
- Sign location



Examples of Sign Sketch