



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

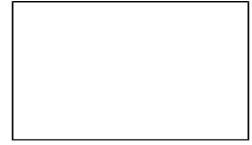
1. The City's sign ordinance can be found starting at Sec. 40-540 in the Code of Ordinances. That ordinance can also be read on the City's website under FORMS.
2. Signs that meet the requirements found in Sec.40-543 are exempt from permitting. Signs described in Sec. 40-542 are prohibited.
3. Signage that is placed inside the building but can be viewed through a window from the outside is exempt from permitting.
4. Changing the sign insert only is exempt from permitting, no other changes are permitted to the sign structure while changing a sign insert.
5. 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.
6. Permanent signage must be constructed of a high-quality permanent material and shall not utilize low-quality temporary materials such as a flexible banner sign.
7. Digital signs are permitted according to the rules found in Sec. 40-546.
8. Temporary signs are permitted according to the rules found in Sec. 40-547.
 - Temporary signs in B-2, B-3 HC, MU and I-1 Zoning Districts are permitted up to 24 square feet and 6 feet tall without a permit, properties are entitled to 48 combined square feet of exempt temporary signage. Temporary signs between 25 and 50 square feet and 6 feet tall require a permit. No temporary signs are permitted that are larger than 50 square feet or taller than 6 feet.
 - Temporary signs in R-1, R-2, R-3 and R-4 Zoning Districts are permitted up to 6 square feet and 6 feet tall without a permit. Temporary signs between 7 square feet and 50 square feet and 6 feet tall require a permit. No temporary signs are permitted that are larger than 50 square feet or taller than 6 feet.

- Temporary signs must be located outside of the road right of way or on the inside of the sidewalk, whichever is the greater distance from the road. Signage is not permitted to block any road or sidewalk.
 - Temporary signs requiring a permit are allowed for a maximum period of time of two months. Properties with a temporary sign permit must wait half the period of time of their previous temporary sign permit before erecting any new temporary signage, e.g. if the previous temporary sign was erected for 2 months, the property must wait 1 month before erecting a new permitted temporary sign. If the previous temporary sign was erected for 3 weeks, the property must wait 1.5 weeks before erecting a new permitted temporary sign.
9. Signs in the 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.
 10. Signs in the 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.
 11. All new signage constructed in the front yard of any property in the B-2, B-3 HC, MU and I-1 Zoning Districts shall have located thereon the address number of the property on which the sign is located.
 12. All new permanent signage must receive a sign permit approval prior to installation of the sign. Signage may be shown on site plan materials to provide the Planning Commission with a general indication of expected signage but approval of any such site plan shall not operate as sign permit approval.
 13. Any signs requiring building, electrical or other permits must obtain those permits from the City's building inspector IMS 616-863-9294 subsequent to approval of this permit.
 14. 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

Please review the attached rules prior to filling out this application

Applicant: _____ Date Submitted: _____

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

Daytime Phone Number: (____) _____ E-mail: _____

Property Address or Parcel Number: _____ Zoning District: _____

Description of 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 (including temporary)	\$ 25.00 per sign
	<input type="checkbox"/> Crosswalk Banner	\$ 75.00 per sign

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.

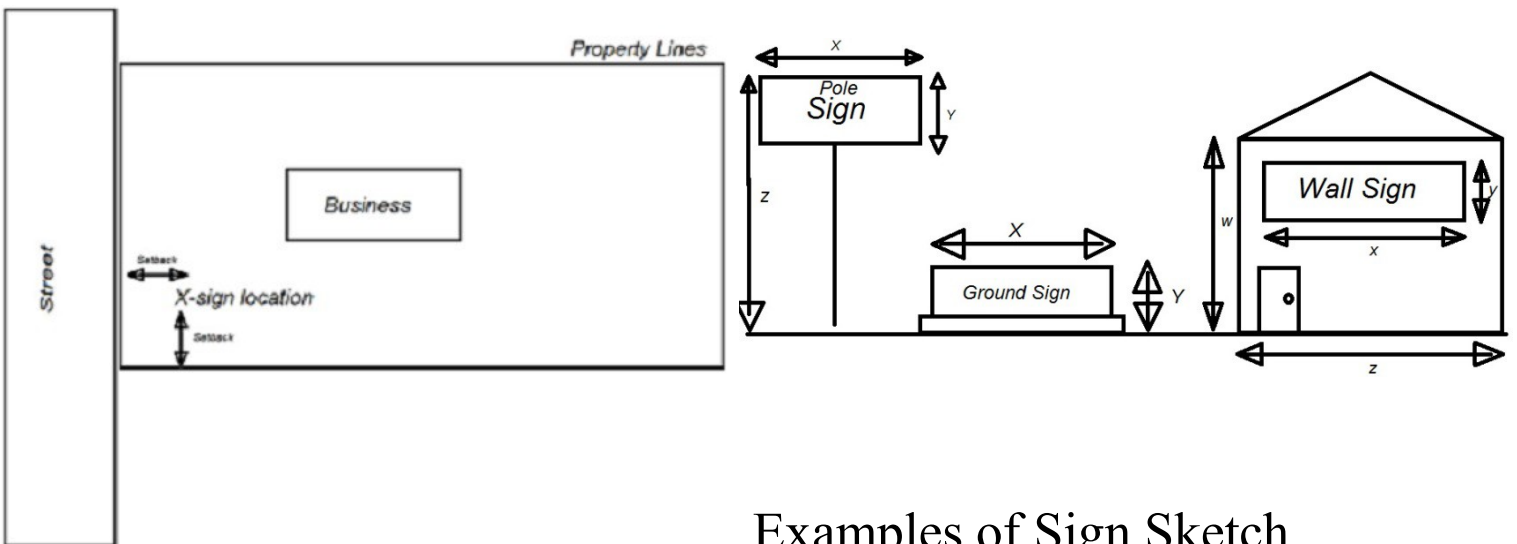
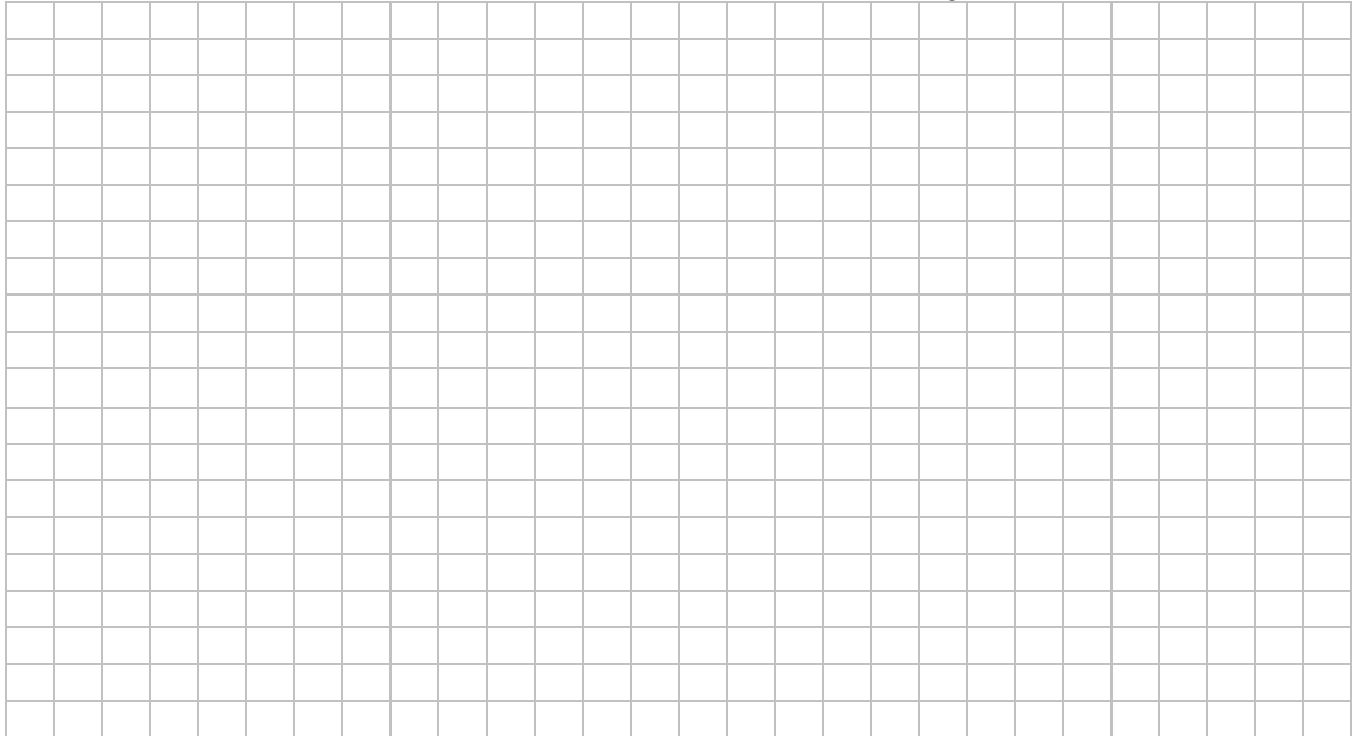
Sign must be located outside of the road right of way or on the inside of the public sidewalk, whichever is the greater distance

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