



**VILLAGE OF SPRING LAKE
PLANNING DEPARTMENT**
102 WEST SAVIDGE STREET, SPRING LAKE, MICHIGAN 49456
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TEMPORARY PORTABLE SIGN PERMIT APPLICATION

Temporary portable signs are permitted according to the regulations listed on the back of this sheet. A permit is required each time a temporary sign is to be displayed and must be obtained before the sign is installed.

FEE: \$10.00

PERMIT # _____

Cash, check, certified check or cashiers check (payable to Village of Spring Lake) accepted

Applicant Information –

Business Name: _____ Business Phone: _____

Business Address (where the sign will be located): _____ Current Zoning: _____

Business Owner Name: _____ Owner Phone: _____

Business Owner Address: _____

Applicant Name: _____ Applicant Phone: _____

Applicant Address: _____

Property Owner Name, Address & Phone (if different) _____

Permit Information –

Sign Dimensions: Width _____ Height: _____ Total Square Feet: _____

Overall Height (from ground to top of sign) _____ Number of sides: One _____ Two _____

Dates Sign will be Displayed: _____ to _____ Date of Last Display: _____

Required Attachments –

1. A sketch or picture of the property showing the location of the sign and the distance to property lines.
2. A sketch or picture of the sign showing the sign dimensions and overall height.

I hereby acknowledge that I have read and agree to comply with all ordinance regulations for the display of banners and pennants listed below, and that I will obtain an annual permit each year before I display banners and/or pennants. I also understand that failure to obtain an annual permit or to display banners and/or pennants according to the ordinance regulations is a Municipal Civil Infraction subject to fines and other penalties.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

TEMPORARY PORTABLE SIGNS MAY NOT BE DISPLAYED UNTIL A PERMIT HAS BEEN ISSUED

*** **REGULATIONS FOR TEMPORARY PORTABLE SIGNS** ***

Definition –

Portable Sign: A temporary sign which is designed to be moved easily from place to place, that is not permanently attached to the ground or to a building or other structure, that may be supported by wheels, a portable stand, or a chassis, and may have provision for towing behind a vehicle. The main sign face of a portable changeable message sign is designed to hold manually changeable copy.

Regulations –

1. **Portable signs** and **portable changeable message signs** are permitted as temporary signs in non-residential districts as follows:
 - a. A temporary sign permit is required prior to installation of a portable changeable message sign.
 - b. The fee for the temporary sign permit shall be established by Village Council and may be amended from time to time.
 - c. One portable changeable message sign is permitted per business or use, regardless of the number of parcels occupied by said business.
 - d. The portable changeable message sign shall be displayed for a period of no more than thirty (30) days. A portable changeable message sign is permitted for no more than three (3) thirty (30) day display periods in any calendar year. There shall be an interval of at least fourteen (14) days between display periods.
 - e. The portable changeable message sign shall be maintained in a good, clean condition at all times. Damaged signs shall be repaired or removed upon the first signs of damage.
 - f. A portable changeable message sign shall not be lighted in any manner.
 - g. A portable changeable message sign shall not exceed thirty-two (32) square feet in area and shall not exceed six (6) feet in height.
 - h. A portable changeable message sign shall be setback a minimum of five (5) feet from the front property line and fifteen (15) feet from side and rear property lines.
 - i. A portable changeable message sign shall not pose a hazard to public safety. Such sign shall not be located in the clear vision area or be located so that, in the opinion of the Zoning Administrator or Ottawa County Sheriff, the sign causes a visibility problem for drivers or pedestrians.
 - j. A portable changeable message sign shall be located on the property of the applicable business or institution, and shall not be located in any public right-of-way.