

SIGN PERMIT APPLICATION

Spring Lake Township 101 S. Buchanan St. Spring Lake, MI 49456
Phone: (616) 842-1340 Fax: (616) 842-1546 Website: www.springlaketwp.org

JOB ADDRESS _____ DATE _____

OWNER'S NAME _____ TELEPHONE # _____

OWNER'S ADDRESS _____

OWNER'S EMAIL ADDRESS _____

CONTRACTOR'S NAME _____ TELEPHONE # _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S EMAIL ADDRESS _____

DESCRIBE SIGN (Size, Type, Location) _____

REQUIREMENTS

- Sketch Plan Drawing** of the lot, drawn to scale, showing the proposed location and type of sign. Plans larger than 11" x 17" must **also** be submitted in a PDF electronic format.
- Permit** will be issued only after receipt of all required paperwork and after a proper plan review is completed by the Zoning official.
- Permit fee: \$25.00**

By signing below, applicant agrees to perform the described work in accordance with all applicable sections of the Spring Lake Township Code of Ordinances.

SIGNATURE _____

- Contractor Owner Agent

Office Use Only

Permit #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____



Signs shall require a Permit issued by the Zoning Administrator and shall comply with the Zoning Ordinance regulations and requirements:

SIGN REVIEW REQUIREMENTS (*Article 8 of the Spring Lake Township Zoning Ordinance*)

- A. An Applicant desiring to erect or maintain a Sign shall make written application to the Zoning Administrator accompanied by the applicable fees, as adopted by the Township Board. The application shall include the following:
 - 1. A sketch plan with Sign plans drawn to scale, showing proposed location and type of the Sign.
 - 2. Sufficient other details to demonstrate that the proposed Sign, including structural and electrical components, shall comply with the provisions of this Ordinance.
 - 3. The written consent of the owner of record of the property on which the Sign is proposed to be erected.
 - 4. No Sign requiring a Sign permit shall be erected or installed until an application is approved.
 - 5. The permit review may be eliminated if the required information is provided to the Planning Commission as part of a Site Plan review in which case the Planning Commission shall recommend or grant approval, approval with conditions or denial of the request as the case may be.

- B. Expiration. Approval of a Sign permit shall expire one (1) year from its effective date. If not completed within one (1) year, unless an extension not to exceed one (1) year has been granted by the Zoning Administrator, the permit shall expire. The Zoning Administrator may deny extension of time for the approved Sign if substantial changes in circumstances are found.

- C. Review criteria. In considering a Sign permit request, the Zoning Administrator or the Planning Commission shall base action on the following criteria in addition to any other criteria elsewhere specified:
 - 1. The purpose of this Article and this Ordinance in general;
 - 2. The standards and criteria as set forth in this Section, including design standards; and
 - 3. Each Sign shall be of a shape, material, style, letter type and color appropriate for the use, enhancing to the Lot and harmonious with the neighborhood.

