

**CHARTER TOWNSHIP OF COMSTOCK**

**Mailing:** 6138 King Highway, Kalamazoo, MI 49048

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**TEMPORARY SIGN PERMIT APPLICATION**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**PROPERTY ADDRESS:** \_\_\_\_\_

Project Name: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel/Tax ID Number: 3907-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

**REQUIRED INFORMATION FOR ALL TEMPORARY SIGNS**

- A site plan sketch, with all measurements and/or dimensions, showing placement of the proposed temporary sign. Include the location, height, and set-backs of the sign from the right-of-way, and from the nearest side property line.
- Wall dimensions for temporary wall sign should include outside dimensions and total square footage of the proposed temporary sign face.
- Any and all other pertinent information. This may include information requested by the Zoning Administrator

Type **AND** physical description of Sign (see page four and indicate your selection below):

Type (Example "1-Coming Soon"): \_\_\_\_\_

Physical Description (Example: Feather, Banner): \_\_\_\_\_

\*Day(s) or time frame of temporary sign display (attach additional sheet if needed):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**\*Not to exceed the number of days as indicated on the attached list.**

*\*If application needs to be extended, the Zoning Administrator must receive a written request detailing the additional time frame needed. This Zoning Compliance Permit is subject to an annual renewal.*

I (we) the undersigned certify that the information contained on this application form and the attachments hereto are to the best of my (our) knowledge true and accurate.

**Signatures:**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TOWNSHIP USE ONLY:</b> <b>LOCATION/STREET ADDRESS:</b> _____ <b>ZONING COMPLIANCE PERMIT NUMBER:</b> _____
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**ZCP NO.:** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **APPROVED W/CONDITIONS** \_\_\_\_\_ **DENIED** \_\_\_\_\_

**CONDITIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DAYS REMAINING:** \_\_\_\_\_

**ZONING ADMINISTRATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

***FEE \$ 25.00 (Fee is doubled if temporary sign is in place before Temporary Sign Permit is issued.)***

**Date Pd:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Cash:** \_\_\_\_\_ **Check No.** \_\_\_\_\_ **Charge:** \_\_\_\_\_

**TYPES OF TEMPORARY SIGNS**

Temporary sign(s) pertaining to business/commercial use only and only one (1) at any time.

Type	Description	Size (NTE=Not to Exceed)	Duration
1. Coming Soon	Prior to groundbreaking or grand opening.	NTE 48 S.F.	45 days
2. Construction, Contractor, Developer	From groundbreaking thru occupancy. Can replace a coming soon type of temporary sign by submitting an amended application	NTE 48 S.F.	Estimated # of days must be specified with the application, NTE 18 Mos.*
3. Grand Opening	Can replace a construction, contractor, and/or development type of temporary sign by submitting an amended application.  Banners, pennants, balloons, inflatables permitted only during this event.	NTE 48 S.F.	45 days
4. Promotional (Subject to renewal on annual basis)	Allowed after business is open. Day(s) must be specified on the Temporary sign application form.	NTE 12 S.F.	NTE 52 days/yr. Estimated # of days must be specified at the time of application.
5. Human (Subject to renewal on annual basis)	Allowed after business is open. Days must be specified on the temporary sign application form. Person must be only on the property of that business they are advertising, beginning from at least the freestanding set back area. <u>Not in a hazardous area such as parking lot or vehicular traffic area(s), and not in the road right-of-way. NO OFF PREMISS SINAGE ALLOWED.</u>	NTE 12 S.F.	NTE 52 days/yr. Estimated # of days must be specified at the time of application.
6. Institutional (Subject to renewal on annual basis)	Promotion of special events only	NTE 48 S.F.	NTE 52 Days/yr. Estimated # of days must be specified at the time of application.
7. Newly established subdivision or development	Temporarily indicating name of plat, site condo., name of developer, realtor, contact information, lot layout, etc. (See Sec. 8.05.2)	NTE 32 S.F.	Two (2) Years

\*Eighteen months is the duration of an approved site plan when activity must have begun after receiving site plan approval. Signs not specifically noted above are not permitted for use as temporary.

*Amended Sign Ordinance Adopted by the Township Board in November, 2013*