

APPLICATION FOR SIGN PERMIT *(revised 12/4/09)*

Georgetown Charter Township
1515 Baldwin St, P.O. Box 769
Jenison, MI 49429
616-457-2690

APPLICANT INFORMATION

COMPANY NAME:	PHONE:
APPLICANT NAME:	BIRTHDATE:
ADDRESS:	CITY / STATE / ZIP:

PROPERTY INFORMATION

COMPANY NAME:	PHONE:
OWNER / AGENT NAME:	TITLE:
ADDRESS:	CITY / STATE / ZIP:
PARCEL NUMBER:	ZONING DISTRICT:
LIST ALL CURRENTLY EXISTING SIGNS ON THE SITE:	LIST ALL SIGNS TO BE REMOVED WITH THIS PROJECT

SIGN INFORMATION

DIMENSION OR SQUARE FOOTAGE OF THE SIGN:	SIGN WILL ADVERTISE FOR:
WILL THE SIGN BE ILLUMINATED:	IF SO, HAS AN ELECTRICAL PERMIT BEEN OBTAINED:
LISTING LABORATORY, IF ILLUMINATED:	LISTING NUMBER:
CIRCLE TYPE OF SIGN:	Freestanding Sign Wall Sign Ground Mounted Freestanding Sign
SETBACK FROM THE CENTER-LINE OF THE ROAD:	LINEAL FRONTAGE (If applicable):
DISTANCE BETWEEN THE BOTTOM OF THE SIGN AND THE GROUND:	OVERALL HEIGHT OF SIGN:

PERMIT INFORMATION

ALL SIGNS IN GEORGETOWN TOWNSHIP ARE REQUIRED TO HAVE A SIGN PERMIT and TO MEET ALL APPLICABLE BUILDING CODES

- * A COMPLETED DIAGRAM FOR THE SPECIFIED TYPE OF SIGN ABOVE (SEE ATTACHED DIAGRAMS) MUST BE SUBMITTED WITH THIS APPLICATION
- * IF THE SIGN IS ILLUMINATED, AN ELECTRICAL PERMIT MUST BE APPROVED BEFORE A SIGN PERMIT MAY BE APPROVED
- * TO DETERMINE THAT ALL APPLICABLE BUILDING CODES ARE MET, ACCORDING TO SECTION 25.6 OF THE ZONING ORDINANCE, STAMPED ENGINEERED DRAWINGS MUST BE PROVIDED FOR PROJECTION WALL SIGNS, POST SIGNS THAT ARE MORE THAN 24 FEET IN HEIGHT, MASARD MOUNTED SIGNS OR ROOF MOUNTED SIGNS

APPLICANT SIGNATURE

IT IS THE APPLICANT'S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THE TOWNSHIP ZONING AND GENERAL ORDINANCES IN ALL RESPECTS AND TO PROVIDE THE NECESSARY INFORMATION TO THE TOWNSHIP FOR APPROVAL. COPIES OF THE ORDINANCE MAY BE OBTAINED FROM THE GEORGETOWN TOWNSHIP WEBSITE AT WWW.GEORGETOWN-MI.GOV. BY SIGNING I ACKNOWLEDGE THERE ARE NO REFUNDS FOR ANY REASON.

APPLICANT SIGNATURE:	DATE:
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Sign Permits

Chapter 24(bi)

In all districts, the setbacks for these streets are required to be measured from a point 50 feet or more from the center line of the road

Cottonwood (Port Sheldon to Baldwin)	School (Name changed to Cottonwood)
Jackson	12th (Port Sheldon to Baldwin)
Kenowa	14th (Port Sheldon to Van Buren)
Main	22nd (Edson to Jackson)
Port Sheldon (Main to 44h St)	40th
Rosewood	42nd
8th (Port Sheldon to 44th)	Van Buren

Chapter 24 (bii)

In all districts, the setbacks for these streets are required to be measured from a point 60 feet or more from the center line of the road

Baldwin	18th (Port Sheldon to Rosewood)
Bauer	20th
Cottonwood (Baldwin to Fillmore)	28th
Fillmore	36th
Port Sheldon (44th St from Kenowa to 48th Ave)	44th
8th (44th to Jackson)	

Chapter 24 (biii)

In all districts, the setbacks for these streets are required to be measured from a point 70 feet or more from the centerline of the road

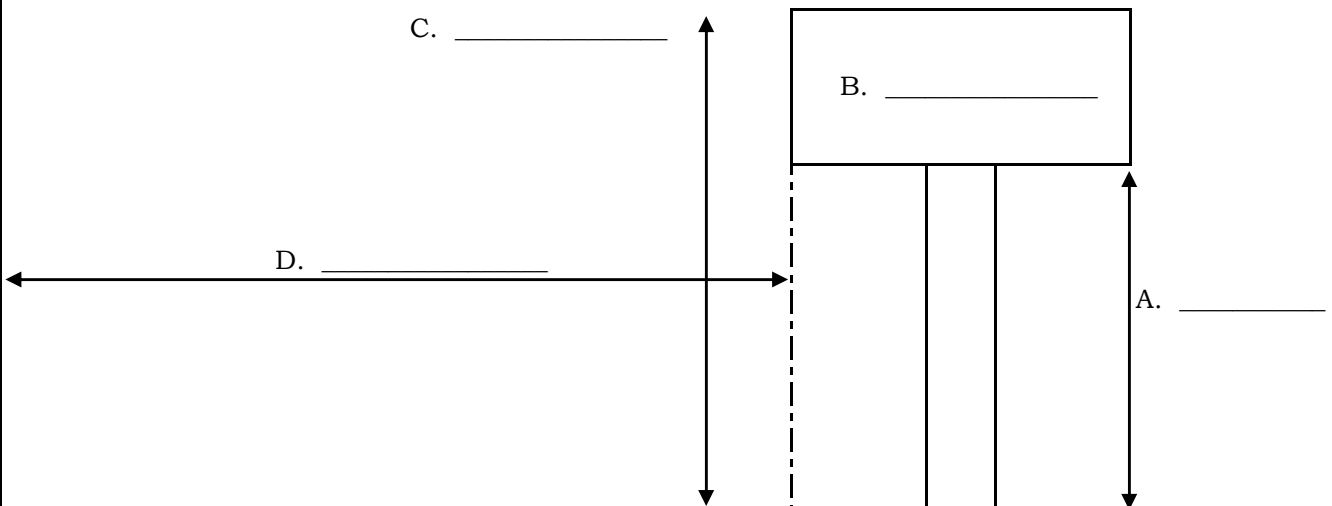
48th

Right-of-way lines for streets not listed in bi, bii or biii can be obtained from the Ottawa County Road Commission at 616-842-5400.

Freestanding Sign

Please fill in the following information below and submit with sign permit application:

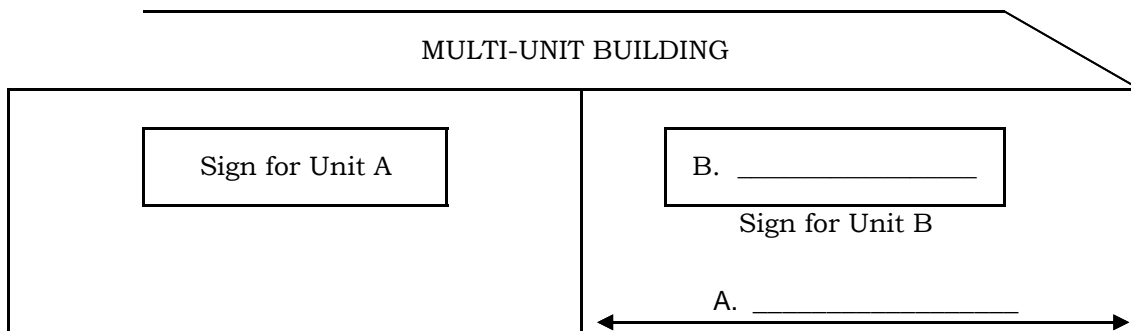
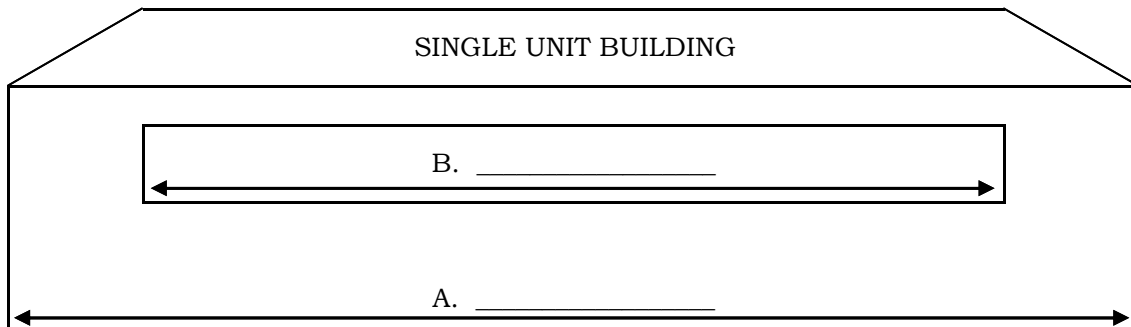
- A. Distance from bottom of sign to the ground
- B. Square footage of the sign
- C. Height of the sign
(If over 24 feet, an engineered signed drawing showing footings must be submitted with application)
- D. Distance from the sign to the centerline of the road (if listed in bi, bii or biii) or to the right of way line.



Wall Sign

Please fill in the following information below and submit with sign permit application:

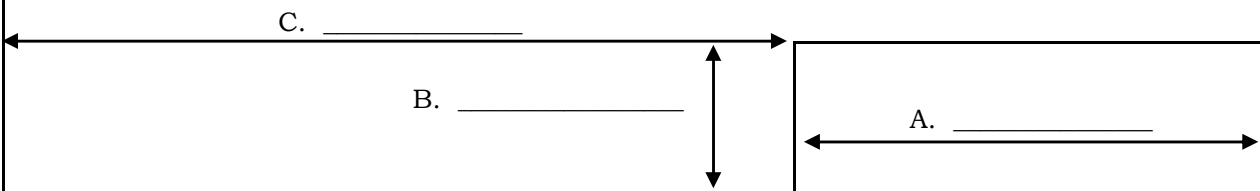
- A. Lineal footage of frontage, either a single building or of a unit in a building
- B. Square footage of sign. Can be up to 1.5 times the size of (A) above or maximum of 200 square feet



Ground Mounted Freestanding Sign

Please fill in the following information below and submit with sign permit application:

- A. Square footage of sign
- B. Height of sign
- C. Distance from the sign to the centerline of the road (if listed in bi, bii or biii) or to the right of way line.



Other Information

Submit this information with a permanent sign permit application to the Zoning Department at the Township Offices or mail it to:

Georgetown Charter Township
Zoning Department
PO Box 769
Jenison, MI 49429

If there are any questions, feel free to call the Zoning Department at 457-2690.

Chapter 25 - SIGNS

Sec. 25.1 SCOPE.

This Ordinance is intended to regulate and limit the construction or reconstruction of signs and billboards to protect the public peace, morals, health, safety, aesthetics and general welfare. Such signs as will not, by reason of their size, location, construction, or manner of display, endanger life and limb, confuse or mislead traffic, obstruct vision necessary for vehicular and pedestrian traffic safety, or otherwise endanger public welfare, shall be permitted except as may be otherwise provided for herein.

Sec. 25.2 DEFINITIONS.

The following words shall have the meanings set forth in this Section:

- (A) **Billboard.** A sign directing attention to a use, activity, message, product or service which is not conducted on or related to the lot or parcel upon which the sign is located.
- (B) **Business Center.** Any two (2) or more businesses which:
 - (1) are located on a single parcel; or
 - (2) are under one (1) common ownership or management and have a common arrangement for the maintenance of the grounds; or
 - (3) are connected by common walls, partitions, canopies, other structural members, or walkways to form a continuous building or group of buildings; or
 - (4) share a common parking area; or
 - (5) otherwise present the appearance of single continuous business area.
- (C) **Construction Sign.** A sign which identifies the owners, financiers, contractors, architects, and engineers of a project under construction.
- (D) **Freestanding Sign.** A sign supported by one or more up-rights, poles or braces placed in or upon the ground surface and not attached to any building or a sign permanently resting directly on the ground and not attached to any building.
- (E) **Identification Sign.** A sign that identifies the business, owner or residence and/or the street address and which sets forth no other advertisement.
- (F) **Illuminated Sign.** A sign that provides artificial light directly (or through any transparent or translucent material) from a source of light connected with such sign, or a sign illuminated by a light so shielded that no direct rays from it are visible from any public right-of-way or from the abutting property.
- (G) **Institutional Bulletin Board.** A sign containing a surface area upon which is displayed the name of a religious institution, school, library, community center or similar institution and which may contain a space for changeable messages for the announcement of its institutional services or activities.
- (H) **Mean Grade.** A reference plane representing that arithmetic mean of the lowest and highest grade elevations in an area within five (5) feet of the foundation line of a sign structure, or in the area between the sign structure foundation line and the lot line, in the case where the sign structure foundation line is less than five (5) feet from the lot line.

- (I) **Off-site Sign.** Any sign relating to matter off the premises in question.
- (J) **On-site Sign.** A sign relating in its subject matter to the premises on which it is located, or to products, accommodations, services, or activities on the premises.
- (K) **Plat Entry Sign.** A sign placed at a road entrance to a subdivision, mobile home park, or multiple-family development, containing only the name of the subdivision, mobile home park, or multiple-family development.
- (L) **Political Sign.** A temporary sign used in connection with an official Georgetown Township, school district, county, state, or federal election or referendum.
- (M) **Portable Sign.** A sign not permanently anchored or secured to either a building or the ground such as but not limited to "A" frame, "T" shaped, or inverted "T" shaped sign structures, and signs affixed to movable trailers, to be displayed for a limited period of time.
- (N) **Projecting Sign.** A sign which projects from and is supported by a wall of a building and does not extend beyond or into and over street right-of-way.
- (O) **Real Estate Sign.** A sign located on premises containing land or buildings for sale, rent or lease, or buildings under construction and intended for sale, rent or lease.
- (P) **Roof Sign.** Any sign erected, constructed and maintained wholly upon or over the roof of any building with the principal support on the roof structure.
- (Q) **Sign.** A name identification, description, display or illustration which is affixed to or represented directly or indirectly upon a building, structure, or piece of land and which is intended to direct attention to an object, product, place, activity, person, institution, organization or business.
- (R) **Temporary Sign.** A display, informational sign, banner or other advertising device with or without a structural frame and intended for a limited period of display, including seasonal produce sales, and decorative displays for holidays, or public demonstrations.
- (S) **Wall Sign.** A sign which is attached directly to or painted upon a building wall and which does not extend more than eighteen (18) inches therefrom nor above the roof line, with the exposed face of the sign in a plane parallel to the building wall.
- (T) **Garage-sale sign.** A sign displayed for a limited period of time to provide information relating to a residential garage sale when such use has not become permanent. Such sign could be located off-site with permission from the property owner. An address shall be provided on the sign as to the location of the sale. Such address shall be displayed in a block text having a minimum height of four (4) inches and a color that contrasts with the color of the background on which the address is displayed. (revised 1-24-05)

Sec. 25.3 SIGNS PROHIBITED.

A sign not expressly permitted by this Ordinance is prohibited.

Sec. 25.4 SIGNS EXEMPTED.

The following signs are permitted in all zoning districts and are exempt from regulations of this Chapter.

- (A) All directional signs for orientation of the general public, when erected by the Township, County or State;
- (B) Signs not exceeding one (1) square foot in area and bearing only property numbers, post box numbers, names of occupants of premises, or other identification of premises not having commercial connotations;
- (C) Flags and insignia of any government except when displayed in connection with commercial promotion;
- (D) Legal notices; identification, informational, or directional signs erected or required by governmental bodies;
- (E) Integral decorative or architectural features of buildings, except letters, trademarks, moving parts, or moving lights; and
- (F) Signs directing and guiding traffic and parking on private property, but bearing no advertising matter, and not exceeding four (4) sq. ft. in area. (revised 1-24-2000)
- (G) Political signs not larger than thirty-two (32) square feet in area per sign and no more than 80 square feet total signage per parcel, not located within any public right-of-way, and not obstructing the vision of motorists at intersections. All political signs shall be removed within ten (10) days after a general or special election to which it pertains. (revised 5/12/08)
- (H) Real estate signs not exceeding one (1) per street frontage, not larger than six (6) square feet, and not located within any public right-of-way. Real estate signs in a commercial or industrial district, one per parcel, not larger than 32 square feet in area per side, and to not exceed eight (8) feet in height, and set back at least 15 feet from the road right-of-way or the additional distances from which a setback is determined as listed in Chapter 24 footnote (b). Such sign shall not be erected until the land or building is for sale, rent or lease. The sign shall be removed within (10) ten business days from when the land or building is no longer for sale, rent or lease. (revised 5/12/08)
- (I) Garage-sale signs not exceeding four (4) square foot in area, not located within any public right-of-way or on any utility pole, when the person responsible for placing the sign provides their address on the sign along with a date for the first day of display period. The sign could be displayed for a maximum time period of seven (7) days or less. (revised 1-24-05)

Sec. 25.5 *MEASUREMENT OF AREA OF A SIGN.*

The entire area within a circle, triangle or parallelogram enclosing the extreme limits of writing, representation, emblem, or any figure of similar character, together with any frame or other structural or physical element forming an integral part of the display or used to differentiate such sign from the background against which it is placed; excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than two feet from one another, the area of the sign shall be taken as the area of one face if the two faces are of equal area, or as the area of the larger face if the two faces are of unequal area. In the case of a circle or sphere, the total area of the circle or sphere is divided by two (2) for purposes of determining the maximum permitted sign area.

Sec. 25.6 SIGNS PERMITTED.

Signs are permitted according to the District in which they are located or intended to be located. Certain types of signs are permitted in certain Districts according to the following regulations:

- (A) **Residential Districts.** The following types of signs are permitted:
- (1) IDENTIFICATION SIGN, one per dwelling unit not exceeding two (2) square feet in area.
 - (2) TEMPORARY SIGN, one (1) per lot. A temporary sign shall not exceed thirty-two (32) square feet in area; shall be set back from any right-of-way or distance as required in Chapter 24(b) (revised 1-24-05) at least fifteen (15) feet; and shall be removed from view during periods when the use or activity to which it relates is no longer operating or in season.
 - (3) INSTITUTIONAL BULLETIN BOARD, one per public or semi-public institution site, located on-site, not exceeding seventy-five (75) square feet in area per side (revised 6-25-2001) and set back at least twenty-five (25) feet from all property and right-of-way (revised 1-24-2000) lines or distance as required in Chapter 24(b) (revised 1-24-05). The sign shall be mounted directly on the ground and its height shall not exceed six (6) feet above mean grade.
 - (4) ON-SITE SIGN, for principal uses other than dwellings, not exceeding thirty-two (32) square feet in area. Such sign may be a wall sign or a freestanding sign, not located nearer to the front lot line than one-half (1/2) the required front yard setback nor located in the required side yard. No freestanding sign shall exceed a height of twenty-five (25) feet nor have a clear space of less than eight (8) feet from the ground to the bottom of the sign. (revised 7/25/95)
 - (5) PLAT ENTRY SIGNS, two per road entrance to a subdivision, mobile home park, or multiple-family development, continuously and properly maintained; not exceeding a total of sixty-four (64) square feet in area nor three (3) feet in height and set back at least ten (10) feet from any property line or right-of-way line or distance as required in Chapter 24(b) (revised 1-24-05).
 - (6) PORTABLE SIGN, subject to the following restrictions: (revised 4-24-06)
The sign shall be set back at least ten (10) feet from the road right-of-way line or from the distance as required in Chapter 24(b). No electrical cord attached to the sign shall extend more than six (6) feet from the power source to the sign. A display period consists of a maximum of seven (7) consecutive days. A separate permit and fee shall be required for each display period and the permit sticker shall be affixed to the sign for the entire display period.
 - a. Per parcel (unless a business center)
 1. One (1) portable sign displayed at a time not exceeding thirty-two (32) square feet in area per sign;
 2. Such sign shall not be permitted more than six (6) such display periods during the calendar year;
 3. If all display periods for a calendar year have been used and evidence is submitted to the Township that a new business has commenced on that parcel, one (1) additional display period shall be permitted in that calendar year;
 4. The additional sign shall be permitted only during the calendar year in which the business change takes place and must be taken out by the new business only.

- b. Per business center
 - 1. One (1) portable sign displayed at a time not exceeding thirty-two (32) square feet in area per sign;
 - 2. Each business center unit shall not be permitted more than a maximum of one (1) such display period per calendar year;
 - 3. If all display periods for a calendar year have been used and evidence is submitted to the Township that a new business has commenced in a unit of a business center, one (1) additional display period shall be permitted in that calendar year for that unit in a business center.
 - 4. The additional sign shall be permitted only during the calendar year in which the business change takes place and must be taken out by the new business only.
- (7) CONSTRUCTION SIGN, one per site, not larger than 32 square feet in area per side, and to not exceed eight (8) feet in height, and set back at least 15 feet from the road right of way or the additional distances from which a setback is determined as listed in Chapter 24 footnote (b). Such sign shall not be erected until a building permit has been issued for the project which is the subject of the proposed sign and construction activity has begun. The sign shall be removed immediately upon the issuance of an Occupancy Permit for the building or structure which is the subject of the construction sign. (revised 6-25-2001)

(B) **Neighborhood, Community and Office Service Districts.** The following types of signs are permitted:

- (1) Same as for Single and Two Family Districts, except as otherwise stated in this Section, excluding on-site signs.
- (2) FREESTANDING SIGN, one (1) freestanding sign per business or business center, as applicable. Such sign if mounted on a pole shall not extend over the road right-of-way nor shall it extend over the distance from which a required setback shall be measured as required in Chapter 24(b) (revised 1-24-05) and not exceed twenty-five (25) feet in height nor seventy-five (75) square feet in area per side, provided a business center sign may be permitted up to one hundred (100) square feet in area per side. Such sign shall have a clear space of at least eight (8) feet from the ground to the bottom of the sign. If mounted on the ground, such sign shall not exceed four (4) feet in height as measured from the mean grade nor fifty (50) square feet per side, provided that such sign shall be set back from the road right-of-way and the distance from which a required setback shall be measured as required in Chapter 24(b) (revised 1-24-05) a minimum distance of fifteen (15) feet and shall not, as determined by the Zoning Administrator, obstruct the view of traffic entering or traveling upon the street. (revised 7/25/95) (revised 5-29-01)

- (3) WALL SIGN, one (1) wall sign per business subject to the following restrictions:
- a. The sign shall be placed flat against the building and shall front on the principal street.
 - b. Such sign shall not exceed one and one-half (1-1/2) square feet for each one (1) lineal foot of wall frontage on which the sign is to be placed or two hundred (200) square feet whichever is less.
 - c. Businesses which have wall frontage on more than one (1) street shall be permitted to have one (1) wall sign per street frontage, subject to the size limitation contained in paragraph b, above.
 - d. The one (1) wall sign permitted above may be divided into two (2) wall signs with each one placed on a separate wall of the building, provided that the sum of the square footage of the two signs equals 75% or less of the overall square footage permitted above. (revised 7-24-06)
 - e. One wall sign may be permitted in addition to those permitted above if the freestanding sign permitted in Sec. 25.6(B) is eliminated and the square footage of the additional wall sign equals 75% or less of the square footage permitted for the freestanding sign, provided further that a guarantee is provided to the Township that the freestanding sign permitted in Sec. 25.6(B) would not be constructed unless the additional wall sign is removed. (revised 7-24-06)

(C) **Highway Service and Industrial Districts.** No signs shall be located nearer the front lot line or side lot line than one-half (1/2) times the required yard setback. The following types of signs are permitted:

- (1) Same as for Neighborhood or Community Service Districts.
- (2) BILLBOARDS, where the erection or maintenance of the same will not unreasonably affect the proper use of adjoining property, billboards will be allowed in (HS) Highway Service and (I) Industrial Zones. They shall be located at least 200 feet from a freeway right-of-way line or distance are required in Chapter 24(b) (revised 1-24-05), and 100 feet from any other street or railroad right-of-way line. A billboard shall not be located closer than one mile (5,280 feet) from another billboard on either side of a public right-of-way. This spacing standard shall be applicable regardless of what governmental jurisdiction other billboards may be located in.
 - a. Billboards shall not be located closer than 500 feet from a parcel or lot zoned for residential purposes.
 - b. Billboards shall not be located closer than 30 feet to any building.
 - c. Billboards shall not be located closer than 100 feet from any other freestanding sign.
 - d. Billboards shall not be erected directly above any building.
 - e. More than one billboard at one location shall not be permitted.
 - f. Billboards shall use only one pole for support.
 - g. Billboards shall not exceed 300 square feet in size, and shall not exceed a height of 35 feet.

- h. Billboards shall be finished on both sides, but sign content shall only be permitted on the side of the sign which faces oncoming traffic on the closest traffic lane.
- i. Billboards shall not be illuminated.
- j. Billboard displays using movable parts or having the appearance of movement shall be prohibited.

Sec. 25.7 *ILLUMINATION.*

There shall be no flashing, oscillating or intermittent illumination of any sign, except time and temperature signs with no other intermittent illuminated message. All illuminated signs shall be designed and located to prevent the light from being cast upon adjoining residences or abutting roadways and shall be located at least one hundred (100) feet from any residential use. The illumination of any sign shall not be detrimental or annoying to surrounding property nor constitute a safety hazard, as determined by the Zoning Administrator.

Sec. 25.8 *CONSTRUCTION AND MAINTENANCE.*

- (A) All signs shall be constructed and maintained in accord to the Building Code adopted by Georgetown Township.
- (B) All signs shall be properly maintained and shall not be allowed to become unsightly through disrepair or action of the elements.
- (C) Applicants for Subdivision Signs, Temporary Signs, Billboards, and Off-Site Signs shall file a cash bond with the Township Clerk to guarantee proper maintenance during the permit period and removal of the signs. In the event the applicant fails to maintain any sign properly or fails to remove the sign at the time of expiration of the permit, such bond shall be entirely forfeited and the applicant shall be required to remove such sign. An inspection fee shall be paid to the Zoning Administrator for each such sign at the time of the original permit and at each renewal thereof. Such fees shall be determined by the Township Board.

Sec. 25.9 *SIGN PERMIT.*

A sign permit shall be required for the erection, construction or alteration of any sign not specifically exempted in Section 25.4, and all signs shall be approved by the Zoning Administrator as to their conformance with the requirements of the Zoning District in which they are located and the requirements of this Section. All signs shall meet all applicable building codes. (Revised 1-8-2000) (Revised 5-29-01)

Sec. 25.10 *NON-CONFORMING SIGNS.*

Signs lawfully erected prior to the adoption of this Ordinance which do not meet the standards of this Chapter may be continued, except as hereafter provided.

- (A) No non-conforming sign shall:
 - (1) Be changed to another non-conforming sign;
 - (2) Shall have any changes made in the words or symbols used or the message displayed on the sign, unless the sign is specifically designed for periodic change of message, such as reader boards or bulletin boards;

- (3) Shall be structurally altered so as to prolong the life of the sign or so as to change the shape, size, type or design of the sign;
 - (4) Shall be reestablished or continued after the activity, business, or use to which it referred has been discontinued for ninety (90) days or longer. In determining the discontinuance of a use, the Township shall consider such factors as: disconnection of utilities, removal of building fixtures, and property falling into disrepair.
- (B) No person shall be required to remove a sign which was erected in compliance with this Chapter if such sign becomes non-conforming due to a change occurring after the adoption of this Ordinance in the location of a building, streets, or other signs which change is beyond the control of the owner of the sign and the premises on which a sign is located.
- (C) If the owner of a sign on the premises on which a sign is located changes the location of a building, property line, or sign or changes the use of a building so that any sign is rendered non-conforming, such sign must be removed or made to conform to this Chapter