

# APPLICATION FOR PORTABLE SIGN PERMIT *(revised 1/26/09)*

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

## APPLICANT INFORMATION

|   |                     |  |
|---|---------------------|--|
| NAME OF SIGN COMPANY IF APPLICABLE OR NAME OF BUSINESS REQUESTING THE SIGN: |                     | PHONE:   |
| APPLICANT NAME (NAME OF INDIVIDUAL WHO IS REQUESTING THE PERMIT):           |                     | BIRTHDATE OF INDIVIDUAL REQUESTING THE PERMIT: |
| ADDRESS OF APPLICANT REQUESTING THE PERMIT:                                 | CITY / STATE / ZIP: |  |

## PROPERTY INFORMATION

|   |                     |        |
|---|---------------------|--------|
| COMPANY or BUSINESS NAME OF SITE or TENANT SPACE WHERE SIGN IS TO BE LOCATED: |                     | PHONE: |
| OWNER / AGENT NAME OF PROPERTY or TENANT SPACE WHERE SIGN IS TO BE LOCATED:   |                     | TITLE: |
| ADDRESS OF WHERE SIGN TO BE LOCATED:  | CITY / STATE / ZIP: |        |

I HAVE GIVEN PERMISSION TO THE APPLICANT (STATED ABOVE) TO PLACE A SIGN ON MY PROPERTY. I AM AWARE THAT ALL SIGNS MUST BE PLACED OUT OF THE ROAD RIGHT-OF-WAY AND IT IS THE APPLICANT'S RESPONSIBILITY TO REMOVE THE SIGN WHEN THE PERMIT EXPIRES.

### SIGNATURE OF PERMISSION:

## SIGN INFORMATION

|                         |                  |   |
|-------------------------|------------------|---|
| DIMENSIONS OF THE SIGN: |                  | SETBACK FROM THE ROAD RIGHT-OF-WAY:                             |
| PERMIT START DATE:      | PERMIT END DATE: | IS SIGN ILLUMINATED? <i>(Flashing lights are not permitted)</i> |

IF THE SIGN IS ILLUMINATED, AN ELECTRICAL PERMIT MAY BE REQUIRED. HAS ONE BEEN OBTAINED:

## PERMIT INFORMATION

**ALL SIGNS IN GEORGETOWN CHARTER TOWNSHIP MUST HAVE A SIGN PERMIT.**

### THE ORDINANCE DEFINES A PORTABLE SIGN AS FOLLOWS:

PORTABLE SIGN. A SIGN NOT PERMANENTLY ANCHORED OR SECURED TO EITHER A BUILDING OR THE GROUND SUCH AS A, BUT NOT LIMITED TO, "A" FRAME, "T" SHAPED, OR INVERTED "T" SHAPED SIGN STRUCTURES AND SIGNS AFFIXED TO SIGN STRUCTURES AND SIGNS AFFIXED TO MOVABLE TRAILERS, TO BE DISPLAYED FOR A LIMITED PERIOD OF TIME.

### THE ORDINANCE ALLOWS PORTABLE SIGNS AS FOLLOWS:

PORTABLE SIGN: ONE (1) PORTABLE SIGN PER PARCEL PER WEEK, NOT EXCEEDING THIRTY-TWO (32) SQUARE FEET IN AREA PER SIGN AND SETBACK AT LEAST TEN (10) FEET FROM THE ROAD RIGHT-OF-WAY LINE. NO ELECTRICAL CORD ATTACHED TO THE SIGN SHALL EXTEND MORE THAN SEVEN (7) FEET AND SHALL NOT BE PERMITTED MORE THAN SIX (6) SUCH DISPLAY PERIODS DURING THE CALENDAR YEAR OR ONE DISPLAY PERIOD PER YEAR PER FOR EACH BUSINESS IN A BUSINESS CENTER. 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.

## 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](http://WWW.GEORGETOWN-MI.GOV). IT IS THE APPLICANT'S RESPONSIBILITY TO REMOVE THE SIGN AFTER THE PERMITTED TIME HAS EXPIRED OR THE APPLICANT MAY BE CITED. I ACKNOWLEDGE THERE ARE NO REFUNDS FOR ANY REASON.

|                      |       |
|----------------------|-------|
| APPLICANT SIGNATURE: | DATE: |
|----------------------|-------|

## FOR OFFICE USE ONLY

SIGN PERMIT APPROVED FOR THE FOLLOWING DATES:

|                     |                |
|---------------------|----------------|
| APPROVAL SIGNATURE: | APPROVAL DATE: |
|---------------------|----------------|