

Otisco Township

9663 W. Button Road • Belding, Michigan 48809

616-794-3506

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APPLICATION FOR SIGN PERMIT

(Print all information)

DATE: _____ FEE: \$65.00 CHECK #: _____ CASH: _____

Address of proposed sign: _____ Parcel No. 34-130-
Zone district: _____ (obtain from Zoning Administrator)

Number and total sign area of existing signs: _____ sign(s), with total of _____ sq. ft.

Number and name(s) of businesses on above parcel: _____ Name(s): _____

Proposed sign dimensions (in feet): Height _____ Width _____

Overall height from grade (in feet): _____ Lowest portion of sign to grade: _____ ft.

Type of sign (check all that apply): Business Permanent Portable
 Billboard. If a **Billboard** visible from a State highway (M-91 or M-44), you must also contact the Michigan Dept. of Transportation (616-451-3091) for permit information.

Will the proposed sign be electrically energized, or have external lighting?

Yes No

If Yes, an electrical permit is required from: Ionia County Building Dept. (616) 527-5374.

If Yes, provide the name, address, and phone number of the Electrical Contractor or

Sign Specialty Contractor who will be responsible for the work:

Name: _____ Address: _____ Phone: _____

Sign Erector: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: () _____ Cellular Phone: _____ Fax: _____

Property Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: _____

Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: _____

SITE PLAN and SIGN DRAWINGS / CONSTRUCTION PLANS

A dimensioned Site Plan must accompany this application, accurately showing the location of the proposed sign in relation to the front, side, and rear lot lines. A sample Site Plan is available for review. Sign Drawings and/or Construction plans must be submitted showing dimensions, wording / graphics, and details of construction, including anchorage to buildings / foundations. Sample sign drawings are available for review.

Continued

1.540 Signs and Billboards.

(February 10, 2004, Ordinance 2004-01)

Signs and billboards shall be allowed only as expressly permitted in Sections 1.541 through 1.548

DEFINITIONS:

- (1) Agriculture Industry Sign: A sign which identifies items, products, crops, breeds of animals, poultry or fish, materials, or farming methods used on a farm and also including signs for farm organizations, biohazard, or farm name.
- (2) Balloon Signs: A sign composed of a nonporous bag filled with air or gas.
- (3) Banner Sign: A portable sign of fabric plastic, or other non-rigid material without an enclosing structural framework.
- (4) Billboard: A sign which advertises an establishment, service, use, or activity not conducted on the land on which the sign is located, or which advertises a good or products that are not sold, manufactured, processed or fabricated on the land on which the sign is located.
- (5) Business: A single commercial or industrial establishment with its own legal identity.
- (6) Changeable Copy Sign: "Changeable copy sign" means one of the following:
Manual. A sign on which the copy is changed manually, such as reader boards with changeable letters or pictorials; or
Automatic. An electrical controlled sign where different copy changes are shown on the same unexposed lamp bank or rotating portion of the face of the sign, used as a message center reader board.
- (7) Community Special Event Sign: A temporary sign or banner which is erected for a limited time to call attention to special events of interest to the general public which are sponsored by governmental agencies, schools or other groups which are nonprofit and whose purpose is charitable, philanthropic, religious or benevolence.
- (8) Construction Sign: A sign that identifies the owners, lenders, contractors, architects and engineers of a project under construction.
- (9) Directional Sign: A sign which gives directions, instructions, or facility information for the movement of vehicles or pedestrians on the lot on which the sign is located, such as parking or exit and entrances signs.
- (10) Flag Sign: A flag which is attached to a pole and which contains the name, logo, or other symbol of a business, company, corporation or agency of a commercial nature.
- (11) Freestanding Sign: A permanent non-moveable sign not attached to a building or wall that is supported by one or more poles or braces or which rests in the ground or in a foundation resting on the ground.
- (12) Government Sign: A sign erected by the county, township or the state or federal government, but not including a school district.

- (13) Incidental Sign: A small sign, emblem, or decal informing the public of goods, facilities or services available on the premises (ex., a credit card sign, restroom sign, sign indicating hours of business, signs on gas pumps).
- (14) Mural: A design or representation painted or drawn on a wall, including artistic work or expression, which does not advertise an establishment, product, service or activity.
- (15) Nameplate: A non-illuminated, on-premise sign giving only the name, address and/or occupation of an occupant or group of occupants.
- (16) Noncommercial Sign: A sign either portable or non-portable not advertising commerce, trade, or location, and not otherwise defined herein.
- (17) Permanent Sign: A sign that is designed or intended to be displayed for an unlimited time period.
- (18) Person: A human being, corporation, limited liability company, partnership, governmental unit, firm, sole proprietorship, or any other entity.
- (19) Placard: A sign not exceeding two (2) square feet which provides notices of a public nature, such as "No Trespassing," "No Hunting," signs or "Gas Main" signs.
- (20) Pole Sign: A freestanding sign that is supported by a structure, or poles, or braces which are less than fifty percent (50%) of the width of the sign.
- (21) Portable Sign: A moveable sign that is not affixed to a building or structure and by its nature may be or is intended to be moved from one location to another such as "A" frame signs or signs on movable trailers or wheels, whether rented or owned.
- (22) Reader Board: A portion of a sign on which copy is changed manually.
- (23) Real Estate Sign: A sign advertising real estate as being for sale, rent or lease.
- (24) Residential Development: A sign identifying or recognizing a platted subdivision, site condominium, multi-family development, PUD or other residential development.
- (25) Roof Line: The top of a roof or parapet wall, whichever is higher, but excluding any cupolas, chimneys, or other minor projections.
- (26) Roof Sign: A sign erected above the roofline, on or within the roof of a building.
- (27) Sign: A device, structure, fixture or placard which may or may not use graphics, symbols, and/or written copy designed and/or used specifically for the purpose of advertising or identifying an establishment, product, service, activity, or structure. A mural, as defined herein, is not considered a sign.
- (28) Temporary Sign: A sign that is designed or intended to be displayed for a limited time period.
- (29) Vehicle Sign: A vehicle, which is primarily located or used to serve as a sign rather than as transportation. This includes semi-trailers that are either attached or detached from a truck tractor.
- (30) Wall Sign: A sign painted or attached directly and parallel to the exterior wall of a building extending no greater than twelve (12) inches from the exterior face of a wall to which it is attached or perpendicular to the roof.

1.541 **General Regulations.** The following regulations apply in all zoning districts:

- A. No person shall place, install, maintain, or display within Otisco Township any sign, signal, marking, device, blinking, oscillating or rotating light or lights, decoration or no person shall place, install, maintain, or display within Otisco Township any sign, signal, marking banner which is or purports to be or is in imitation of or resembles or which can be mistaken for a traffic control device or railroad sign or signal, which attempts to direct the movement of traffic, or which hides from view or interferes with the effectiveness of any traffic control device or any railroad sign or signal, and no person shall place or maintain nor shall any public authority permit upon any highway any traffic sign or signal bearing thereon any commercial advertising. This subsection shall not apply to any government sign when such sign is placed lawfully.
- B. No person shall place, maintain or display along any highway or road any blinking, oscillating, or rotating light or lights sufficiently similar in color and design that they may be mistaken for the distinguishing lights authorized by law for emergency vehicles or that creates a hazard for the safety of any driver using said highways. This subsection shall not apply to any government sign when such sign is placed lawfully.
- C. No permanent, portable or temporary business sign, billboard, or other type of permanent, portable or temporary sign shall be constructed, installed, erected or attached to or painted upon a building, except in full compliance with this Ordinance and prior to the issuance of a permit for such a sign. Political, real estate, and garage sale signs and similar sale signs shall not require a sign permit, but shall comply with all other requirements pertaining to the signs (ex. set-backs, height and area).
- D. All signs shall be maintained in good condition and repair at all times. All lawful nonconforming signs may be maintained until such time as the sign structure must be replaced, after which the sign shall conform to the provisions of this ordinance. This paragraph is not intended to prevent the painting or relettering of a sign. Sections 1.547 and 1.548 also apply to lawful nonconforming signs.
- E. **Measurement of Sign Area:** The area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display materials shall not be included in computation of sign area. Where a sign has two (2) or more faces, the area of all faces shall be included in determining the area of the sign, except that where (2) such faces are placed back to back, parallel to one another, and less than twenty-four (24) inches apart, the area of the sign shall be the area of one (1) face.
- F. **Height of Signs:** No freestanding sign shall exceed a height of twenty-five (25) feet, except where otherwise specified.

- G. Political campaign signs announcing candidates seeking public and/or political office and other data pertinent thereto are permitted to be erected forty-five (45) days before Election Day. These signs shall be removed within three (3) days after the date of the election for which they were posted, except for winners of the primary election. These shall be removed within three (3) days after the general election. Political campaign signs shall not exceed eight (8) square feet in area.
- H. No outdoor sign for a business, commercial, or industrial use or activity shall be installed or erected prior to the issuance of a permit for such sign by the Zoning Administrator. Installation or erection of any such sign prior to the issuance of a permit by the Township shall constitute a violation of this Ordinance. The Township Board shall set such permit application fees from time to time by resolution.
- I. Real estate signs shall not exceed eight (8) square feet in area and shall be removed within thirty (30) days after completion of the sale or lease of the property. No more than two (2) real estate signs shall be utilized for a property and shall be placed only on the property that is for sale or lease. No real estate signs shall be placed or located on any property other than the property which is for sale or lease, except that one (1) off-site real estate open house sign may be utilized for a property so long as the permission of the owner of the property involved off-site is obtained, the sign is not utilized for more than forty-eight (48) hours prior to the time of the open house, and is removed immediately when the open house is completed, and no such off-site sign is utilized more than four (4) days every calendar month.
- J. Community special event signs, including, banner signs, are permitted in any district, subject to the following restrictions:
1. No more than five (5) such signs shall be displayed within the Township for each special event. Such signs may be located either on the property which the special event is held or off-site with the permission of the property owner.
 2. The display of such signs shall be limited to the twenty-one (21) days immediately preceding the special event which is being advertised.
 3. Such signs shall have a maximum size of thirty-two (32) square feet in area and a maximum height of eight (8) feet and shall be setback from any side or rear property line a minimum of fifteen (15) feet. The front setback shall be as required for signs in the district in which the sign is to be located.
 4. Such signs shall be removed within forty-eight (48) hours of conclusion of the special event which is being advertised.

- K. Temporary signs include, but are not limited to: garage, estate, barn, yard, neighborhood, basement, block, porch, and similar sale signs and are permitted in all residential districts, R-C, W-C, and A-C districts subject to the following:
1. Such sign shall not exceed six (6) square feet in area or three (3) feet in height.
 2. Such sign shall not be placed exceeding seven (7) consecutive days total and shall be removed within one (1) day after the completion of the sale.
 3. No property shall utilize such a sign for more than twenty-one (21) days during any calendar year.
- 1.542 Signs in Rural Conservation and Agriculture Conservation districts. In all Rural Conservation and Agriculture Conservation districts, the following shall be permitted on the same property as a primary use:
- A. One (1) non-illuminated nameplate sign of not more than twelve (12) square feet advertising the name and activities of a permitted nonresidential use and regulated as in section 1.545.
 - B. One (1) Agricultural Industry sign on active farms not to exceed thirty-two (32) square feet.
 - C. One (1) sign not to exceed sixteen (16) square feet may be located near intersections on private property for the purpose of giving direction to the location of agricultural uses located within Otisco Township. No more than four (4) such signs in total shall be displayed identifying each agricultural use.
- 1.543 Billboards.
- A. Billboards shall be subject to provisions stated in this section
 - B. Billboards are permitted only in the Commercial and Industrial zoning districts and only on lands with the required amount of frontage located on state highways M-44 or M-91. No billboard shall be erected, installed, utilized, or maintained until a special use permit and sign permit are approved.
 - C. A billboard shall be located only on a lot or parcel that complies with the minimum lot area requirements of the Commercial and Industrial zoning districts for new lots.
 - D. A billboard shall have a sign face not exceeding three hundred (300) square feet. No billboard shall have a height greater than twenty-five (25) feet, as measured at the natural grade at the base of the sign.
 - E. A billboard shall be located so as to comply with all of the minimum yard setback requirements of the Commercial and Industrial zoning districts.
 - F. Billboards may not be illuminated.

G. No billboard shall be located within two hundred (200) feet of any other zoned district or within two hundred (200) feet of a dwelling.

H. A billboard may not be located within a five hundred (500) foot radius of another existing billboard.

1.544 Signs in the Commercial and Industrial Districts.

A. Signs pertaining to the use or occupancy of the building, structure, or premises to which signs are attached are permitted in the Commercial and Industrial Districts.

B. Billboards are permitted as regulated by Section 1.543.

C. All signs located on a property, including incidental signs, may not total more than 100 square feet in area, except properties with more than one business may have up to 25 square feet of additional signage for each additional business.

D. All signs which are not portable must be attached flat against the building, except that one (1) freestanding or pole sign may be permitted, not to exceed thirty-five (35) square feet on a side for a single business, not to exceed fifty (50) square feet total on a side for two or more businesses, provided that the closest edge of the sign is located at least one (1) foot from the road right of way.

E. A sign facing residentially zoned property shall not be located within fifty (50) feet of a residential lot line.

F. All roof signs shall require a special use permit issued by the Planning Commission.

G. Strings of light bulbs, pennants, streamers, flags, banners or strings of any similar type of material used for commercial advertising purposes are permitted in Commercial and Industrial districts and are considered as temporary. These objects shall not obstruct pedestrian or vehicular view.

H. Community special event signs are permitted.

I. One (1) portable sign of commercial construction, two (2) sided, with a maximum area of thirty two (32) square feet per side and the option of changeable copy is allowed per commercial or industrial land parcel.

1.545 Signs in Residential Districts.

A. One (1) non-illuminated nameplate sign of not more than twelve (12) square feet advertising the name and activities of a permitted nonresidential use.

B. Setbacks:

1. Twenty (20) feet minimum front setback.

2. Thirty (30) feet minimum side setback.

3. Twenty (20) feet minimum rear setback.

- C. Maximum total height: five (5) feet from natural grade.
 - D. Maximum width: five (5) feet including supports.
 - E. Total sign thickness: not to exceed six (6) inches.
- 1.546 A sign not expressly permitted by this Ordinance is prohibited. Any sign not expressly allowed by this Ordinance is prohibited. The following types of signs are also expressly prohibited in all districts:
- A. Portable signs except as allowed under Section 1.544 I; other than banner signs and community special event signs permitted under Section 1.541 J.
 - B. Balloon signs.
 - C. Any signs, which have flashing, probing, oscillating or blinking lights; but excluding time and temperature signs, barber pole signs and automatic changeable copy signs that changes messages no more than once every three (3) minutes, which are permitted.
 - D. Any sign within the Ionia County Road Commission or State of Michigan road right-of-way clear vision corner.
 - E. Billboards in any area designated as a scenic vista pursuant to the Township Master Plan.
- 1.547 Loss of lawful nonconforming status. If a sign loses its lawful nonconforming status, the sign (and all portions thereof) shall be removed immediately and shall not be repaired, replaced or rebuilt unless it fully complies with all requirements of this Ordinance. A lawful nonconforming sign shall lose its lawful nonconforming status if the Zoning Administrator determines that any of the following is applicable:
- A. The sign is relocated, moved, rebuilt or replaced.
 - B. The sign is destroyed. A sign shall be deemed destroyed if any of the following occurs:
 - 1. The sign is torn down or demolished;
 - 2. The sign is wrecked or ruined;
 - 3. Such damage has been done to the sign that it cannot be returned to its prior state by routine repair, but only by replacement or material rebuilding; or
 - 4. More than 50% of the face of the sign has been destroyed, or a portion of the sign face touches the ground.
- If a sign is destroyed, Section 1.548 hereof (which applies only to repairs and maintenance) shall not be applicable.

- C. Even if a sign has not been destroyed, but damage or deterioration has occurred to the point of 50% or more as defined in Section 1.548, the sign shall be deemed to have lost its legal nonconforming status.
- D. The structure or size of the sign is altered in any material way other than a change of copy or normal maintenance that does not physically alter the sign.
- E. There is a change in the use of the premises where the sign is located.
- F. A building permit is issued for any construction on the premises where the sign is located which increases the total building square footage by more than 5% or 5,000 square feet, whichever is less.

1.548 Maintenance and repair of legal nonconforming signs. This section shall not apply if a lawful nonconforming sign has been destroyed, since a destroyed sign automatically loses its lawful nonconforming status. If a lawful nonconforming sign suffers 50% or more damage or deterioration, it must be brought into full compliance with this Ordinance or be removed. In order to determine if a sign has been damaged or has deteriorated by 50% or more, the costs of repairing the sign shall be compared to the costs of replacing the sign. If less than 50% damage or deterioration has occurred pursuant to such comparison, the sign may only be repaired to its original condition.