

CHARTER TOWNSHIP OF COMSTOCK



Mailing: 5858 King Highway, Kalamazoo, MI 49048

Shipping: PO Box 449, Comstock, MI 49041-0449

Phone: (269) 381-2360

www.comstockmi.gov

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: _____

Phone: _____

Parcel/Tax ID Number: 3907-____ - ____ - ____

REQUIRED INFORMATION FOR ALL TEMPORARY SIGNS

- **A site plan sketch**, with all measurements and dimensions, showing placement of the proposed temporary sign. Include the location, height, and setback of the sign from the right-of-way and nearest side property line.
- Wall dimensions for temporary wall sign should include outside dimensions and total square footage of the 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 next page and indicate your selection below):

Type (Ex. "Coming Soon"): _____

Physical Description (Ex. 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 next page.**

**If application needs to be extended, the Zoning Administrator must receive a written request detailing the additional time frame needed.*

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: _____

TOWNSHIP USE ONLY:

LOCATION/STREET ADDRESS: _____

ZONING COMPLIANCE PERMIT NUMBER: _____

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 Paid: _____ **Check #:** _____ **Cash/Charge Receipt #:** _____

TYPES OF TEMPORARY SIGNS

Only one (1) temporary sign may be placed at any time. Signs not specifically noted below are not permitted for use as a temporary sign.

Type	Description	Size (NTE=Not to Exceed)	Duration
1. Coming Soon	Prior to groundbreaking or grand opening.	NTE 48 S.F.	30 days
2. Construction, Contractor, Developer	From groundbreaking through occupancy. May replace a coming soon temporary sign by submitting an amended application	NTE 48 S.F.	Estimated # of days must be specified with the application, NTE 18 Months*
3. Grand Opening	May replace a construction, contractor, and/or development temporary sign by submitting an amended application. Banners, pennants, balloons, inflatables permitted only during this event.	NTE 48 S.F.	30 days
4. Promotional	Allowed after business is open. Day(s) must be specified on the Temporary Sign Permit application form. The 30 days may be spread over 4 different periods.	NTE 12 S.F.	NTE 30 days/year Estimated # of days must be specified at the time of application.
5. Human	Allowed after business is open. Days must be specified on the temporary sign application form. Person may only be on the property of the business advertised, beginning from <u>at least</u> the required freestanding sign set back area - <u>Not in a hazardous area such as parking lot or driveway and not in the road right-of-way.</u>	NTE 12 S.F.	NTE 30 days/year Estimated # of days must be specified at the time of application.
6. Newly established subdivision or development	Indicating name of plat or site condo, contact information, lot layout, etc. (See Sec. 8.05.2)	NTE 32 S.F.	Two Years

*Eighteen months is the duration of an approved site plan when activity must have begun after receiving site plan approval.