



36725 Division Road, P.O. Box 457, Richmond, MI 48062

Building and Planning Department

586-727-7571 ext. 228 • 586-727-2489 Fax

Temporary Sign Permit

Application and Regulations

Temporary Sign Permit

Required Application and Attachments

Temporary sign applications will not be processed until a complete application package has been submitted. The application package includes the application form and all required attachments. The attachments for temporary sign applications should include the following information:

- An illustration of the proposed sign denoting dimensions; and,
- A plot plan (overhead) view of the lot on which the sign is displayed, preferably drawn to scale. The plan must show the location of the proposed sign and the distance of the sign from the right-of-way.

Section 13.02 General Standards.

The following general standards shall apply to signs in all zoning districts:

A. Standards of Measurement.

Dimensional standards and measurements for signs shall be subject to the following (see illustration):

1. **Sign area.** The surface area of a sign shall be measured and defined by the area of a rectangular or circular figure that encloses the extreme limits of individual letters, words, symbols or message of the sign together with any frame.
 - a. Where two (2) sign faces with identical sign areas are placed back to back within two (2) feet of one another, then the sign area shall equal the area of one (1) face.
 - b. Where two (2) sign faces with different sign areas are placed back to back within two (2) feet of one another, then the sign area shall equal the area of the larger face.
 - c. Where two (2) or more sign faces are placed more than two (2) feet from one another at any point, then the sign area shall equal the total area of all sign faces.
2. **Sign height.** The distance from the average level of the ground or pavement directly below the sign to the highest point of the sign structure, including any supportive or decorative elements (see illustration).
3. **Sign setback.** Setbacks shall be measured from the closest street right-of-way or front lot line to the nearest edge of the sign.
4. **Signable area.** The signable area of a building shall equal the area of the building's street level façade (see illustration).
 - a. **Multiple uses.** Where more than one business or use occupies space on the street level façade, the total signable area allowed for the building shall be divided among the businesses or uses in proportion to the size of each occupied space.

- b. **Corner lots.** Where a building has two (2) or more street level facades (such as on a corner lot), the signable area shall equal the area of the largest street level façade.

B. Construction and Maintenance.

All signs shall be constructed or installed in compliance with the State Construction Code, and other applicable building, fire, and electrical codes enforced by the City; shall be maintained in good repair and working order; and shall present a neat and orderly appearance. Non-galvanized or corrosion-prone materials shall be painted as necessary to prevent corrosion.

All sign faces shall be smooth, and no nails, tacks or wires shall be permitted to protrude from any sign. This shall not exclude the use of block letters, decorative elements or other devices that may extend over the top or in front of the sign structure.

C. Placement Requirements.

1. No sign may extend above any parapet or be placed upon any roof surface. For purposes of this Article, roof surfaces constructed at an angle of 75 degrees or more from horizontal (such as mansard roofs) shall be regarded as wall space.
2. No sign attached to a building, other than a permitted awning or projecting sign, may project more than one (1) foot from the building wall.
3. Signs shall not be located within nor extend over any street right-of-way or corner clearance area, except where specifically authorized by this Article. This restriction shall include any future planned rights-of-way identified in the master transportation plans for the City, county or state road authorities.

D. Hazards and Obstructions.

Signs shall not be designed or maintained in a manner that would confuse or mislead motorists or pedestrians, create traffic or pedestrian hazards, obstruct free and clear vision or interfere with any traffic control device. No sign shall be erected or maintained so as to prevent ingress or egress from any door, window or fire escape. No sign of any kind shall be attached to a standpipe, fire escape or other means of ingress or egress.

All signs shall be located at least ten (10) feet from any utility pole, overhead wire, transformer or streetlight. The Building Official may waive this requirement upon determination that no good purpose would be served by the required setback.

E. Use.

Signs shall not impair the use of adjacent properties. All signs shall be accessory to the principal use of the lot where the sign is located, unless specifically permitted by this Article as a non-accessory sign. Any sign permitted by this Article may contain a non-commercial message. A changeable copy area shall be allowed as part of a permitted sign, provided that the changeable copy area shall not exceed fifty percent (50%) of the total sign area.

F. Illumination.

Internal and external sign illumination shall be permitted, subject to the standards of Article 14 (Exterior Lighting) and the following (see illustrations):

1. **External sign illumination.** External illumination of signs shall be permitted in any zoning district, provided that the light source(s) shall be fully-shielded, directed towards the sign face, and designed to concentrate all light on the sign copy area.
2. **Internal sign illumination.** Signs accessory to non-residential uses in any zoning district may be internally illuminated, provided that the sign faces are more than fifty percent (50%) covered by semi-opaque colors and materials with a color value and saturation of fifty percent (50%) or higher (see illustration). Internal illumination of signs accessory to residential uses shall be prohibited.
3. **Hours of illumination.** Illuminated signs shall be equipped with a functional timer control. Such signs shall not be illuminated after 11:00 p.m., or one-half (½) hour following the close of the business day, whichever is later.

Such signs shall not be illuminated before sunrise, or one-half (½) hour prior to the beginning of the business day, whichever is earlier.

4. **Other Limitations.** Sign illumination shall be further limited as follows:
 - a. Sign illumination shall be provided solely by electrical means or devices, and shall not be of a flashing, intermittent, moving or animated type.
 - b. Luminous tube lighting (neon, fluorescent or similar) shall not be directly visible from any street right-of-way or adjacent lot. Such lighting may be used as an indirect light source, or if shielded by translucent panels or similar methods.
 - c. Illumination of temporary signs shall be prohibited.

Section 13.04 Signs Allowed With a Permit.

The following signs shall be permitted accessory to a permitted use in any zoning district, subject to approval of a sign permit in accordance with Section 13.09 (Sign Permit) requirements:

A. Site Entry Features with Signage.

Site entry features with signage may be erected at the entrance to a residential subdivision, multiple-family residential development, elderly or senior housing development, manufactured housing park, or office, research or industrial park, subject to the following (see illustration):

1. **Number of signs.** Maximum of one (1) sign on each side of the entrance from a public street classified as a collector, arterial or thoroughfare by the master transportation plans for the City, county or state road authorities.
2. **Setbacks.** Site entry features with signage shall be located outside of any street right-of-way or corner clearance area, and shall further comply with the following minimum setback requirements:

- a. Ten (10) feet from any street right-of-way or curblineline of any internal access driveway.
- b. Five (5) feet from any sidewalk or paved path.
3. **Sign area and height.** The maximum height for signs on a site entry feature shall not exceed six (6) feet, and the maximum sign area shall not exceed 24 square feet.
4. **Illumination.** Illumination of such signs shall be limited to external light sources.
5. **Planning Commission review.** The location and design of each site entry feature with signage shall be subject to review and approval by the Planning Commission.

B. Building Directory.

Where a single building on a single lot is occupied by more than one (1) business, dwelling or other use above the street level façade (such as a multiple-story office or commercial building), a building directory sign may be erected on the street level façade for these uses, subject to the following (see illustration):

1. The building directory shall be separate from any permitted signs accessory to the uses occupying the street level façade.
2. The maximum sign area shall not exceed three percent (3%) of the signable area of the building.
3. Illumination of such signs shall be limited to external light sources.

C. Construction Signs.

Temporary construction signs shall be subject to the following:

1. **Number of signs.** Maximum of one (1) sign per street frontage of the zoning lot.
2. **Sign area, height and location.** The maximum sign area shall not exceed 24 square-feet, and the maximum sign height shall not exceed six (6) feet. Construction signs shall be set back a minimum of ten (10) feet from any street right-of-way.
3. **Display period.** The sign shall not be erected prior to approval of a site plan, final preliminary plat or equivalent City action, and shall be removed within five (5) calendar days of completion of the project's final phase, or upon expiration of site plan or permit approval.

D. Other Temporary Signs.

Temporary signs not otherwise regulated by this Section or Section 13.03 (Signs Allowed Without a Permit) (including balloon signs, festoons, banners, and similar temporary signs) shall be subject to the following:

1. The total sign area for such signs per zoning lot shall not exceed 32 square feet, except that temporary windows signs may cover up to one hundred percent (100%) of the window area.

2. Such temporary signs not mounted flat against a building wall or window shall be set back a minimum of five (5) feet from all street rights-of-way.
3. Such signs shall not exceed the height of the principal building on the lot or the maximum permitted height in the zoning district, whichever is less.
4. Such signs shall be permitted for a maximum of 60 display days per calendar year.
5. The location of temporary signs affixed within or over street rights-of-way shall be subject to City Council approval.
6. A removal agreement or security bond may be required by the City to guarantee removal of such signs.

TEMPORARY SIGN APPLICATION

Temporary sign applications will not be processed until a complete application package has been submitted. The application package includes the application form and all required attachments. The attachments for temporary sign applications should include the following information:

- An illustration of the proposed sign denoting dimensions; and,
- A plot plan (overhead) view of the lot on which the sign is displayed, preferably drawn to scale. The plan must show the location of the proposed sign and the distance of the sign from the right-of-way.

	APPLICATION INFORMATION
Name	
Address	
Telephone/Fax	
Business name	
Business address	
Business Telephone/Fax	

	PROPERTY/PROJECT INFORMATION
Location of Sign (Address)	
Proposed Installation Date	
Dates to be Displayed	
Type of Sign (Banner etc.)	
Size of Sign	
General Colors of Sign	
Construction Materials	
Owner of subject property (if different that applicant). If there are multiple owners, list names and address of each and indicate ownership interest. Attach additional sheets if necessary.	
Address of property owner (if different than applicant.)	

APPLICANT CERTIFICATION	
<p>By signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City to enter the property associated with this application for purposes of conducting necessary site inspections.</p> <p>Section 23a of the State Construction Code Act of 1972, PA 230 of 1972, MCL 125.1523A, prohibits a person from conspiring to circumvent licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violations of section 23a are subject to civil fines.</p>	
By: _____ (Signature of applicant)	By: _____ (Signature of Contractor Builder)
Name: _____ (Type/print)	Name: _____ (Type/print)
Date: _____	Date: _____

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
Planning Department	Building Department
Date application received:	Staff review date:
Staff review date:	Staff reviewer:
Staff Reviewer:	Date sign plans approved:
Date sign plans approved:	Description of Approved Sign:
Description of Approved Sign:	
Planning Commission approval required?	
Date of Planning Commission Meeting:	
Planning Commission Action:	