



**Application for Temporary Sign Permit**  
**CITY OF THE VILLAGE OF DOUGLAS, MICHIGAN**

Phone: 269-857-1438 Fax: 269-857-4751

[www.ci.douglas.mi.us](http://www.ci.douglas.mi.us)

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**SIGN INFORMATION**

Permit Renewal New Request \_\_\_\_\_  
Proposed Sign Area: \_\_\_\_\_ sq. ft. (double-faced/back-to-back use largest face to determine area)  
Proposed Sign Height: \_\_\_\_\_ (Measure from grade to top of sign when in vertical position)

- Drawing attached showing proposed location of sign on property. All signs must be located entirely upon the property being advertised. Signs shall not be placed within the public right of way.*
- Illustrated rendering or photograph of the proposed sign which includes the proposed dimensions, sign area, type of structural support, construction materials and any other defining features.*

I \_\_\_\_\_ hereby state that all of the above statements and all of the  
(applicant)  
accompanying information are true and correct.

\_\_\_\_\_  
Signature of Owner/General Contractor

\_\_\_\_\_  
Date

Fee: N/A

**Office Use Only**

**APPROVED:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

**DENIED:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

## Temporary Signs within the Right of Way Standards for Approval

The City of the Village of Douglas Sign Ordinance is intended to regulate the size, height, number, location and construction of signs within the City limits in a manner which will minimize their harmful effects while permitting effective advertising and identification.

It has been determined that additional standards for the approval of temporary signs are necessary to meet the intent of the Sign Ordinance and to provide the Zoning Administrator with direction when considering an application for temporary sign permits. The following standards are intended to provide further clarity as to the conditions under which a temporary sign may be approved.

1. All signs permitted by the Zoning Administrator shall be located entirely outside of the public right of way and fully in compliance with the site requirements of the Sign Ordinance except as permitted within Section 5 of the City Sign Ordinance. A Revocable License Agreement approved by the City Council or a temporary permit approved by the City Zoning Administrator shall be the only conditions under which signs shall be permitted within the right of way of a public road.
2. A temporary permit for signs in the right of way shall meet all of the following criteria:
  - a. Temporary signs in the right of way shall not exceed four (4) square feet in size
  - b. Temporary signs in the right of way shall be permitted for a period not to exceed seven (7) consecutive days.
  - c. Temporary signs in the right of way shall be permitted only to advertise a local, public event hosted by a not-for-profit organization.
  - d. Not more than one (1) temporary sign per property parcel frontage shall be permitted and not more than six (6) temporary signs shall be permitted within the public rights of way at any given time, regardless of the number of events being promoted.
  - e. A map illustrating the proposed location of all temporary signs shall be included with an application for temporary permit.
3. Applications for temporary signs shall include an illustrated rendering or photograph of the proposed sign which includes the proposed dimensions, sign area, type of structural support, construction materials and any other defining feature.
4. Applications for temporary signs shall include a map illustrating the proposed location of all signs requested, not to exceed a total of six (6).
5. Violation of any of the above listed standards shall be considered grounds for the revocation of a Temporary Sign Permit. Signs found to be in violation may be confiscated by the City. However, more than two occurrences of the same violation shall automatically cause the Zoning Administrator to revoke the applicable Temporary Sign Permit and may warrant issuance of a civil infraction citation. No additional applications shall be approved until April 1<sup>st</sup> of the following year.