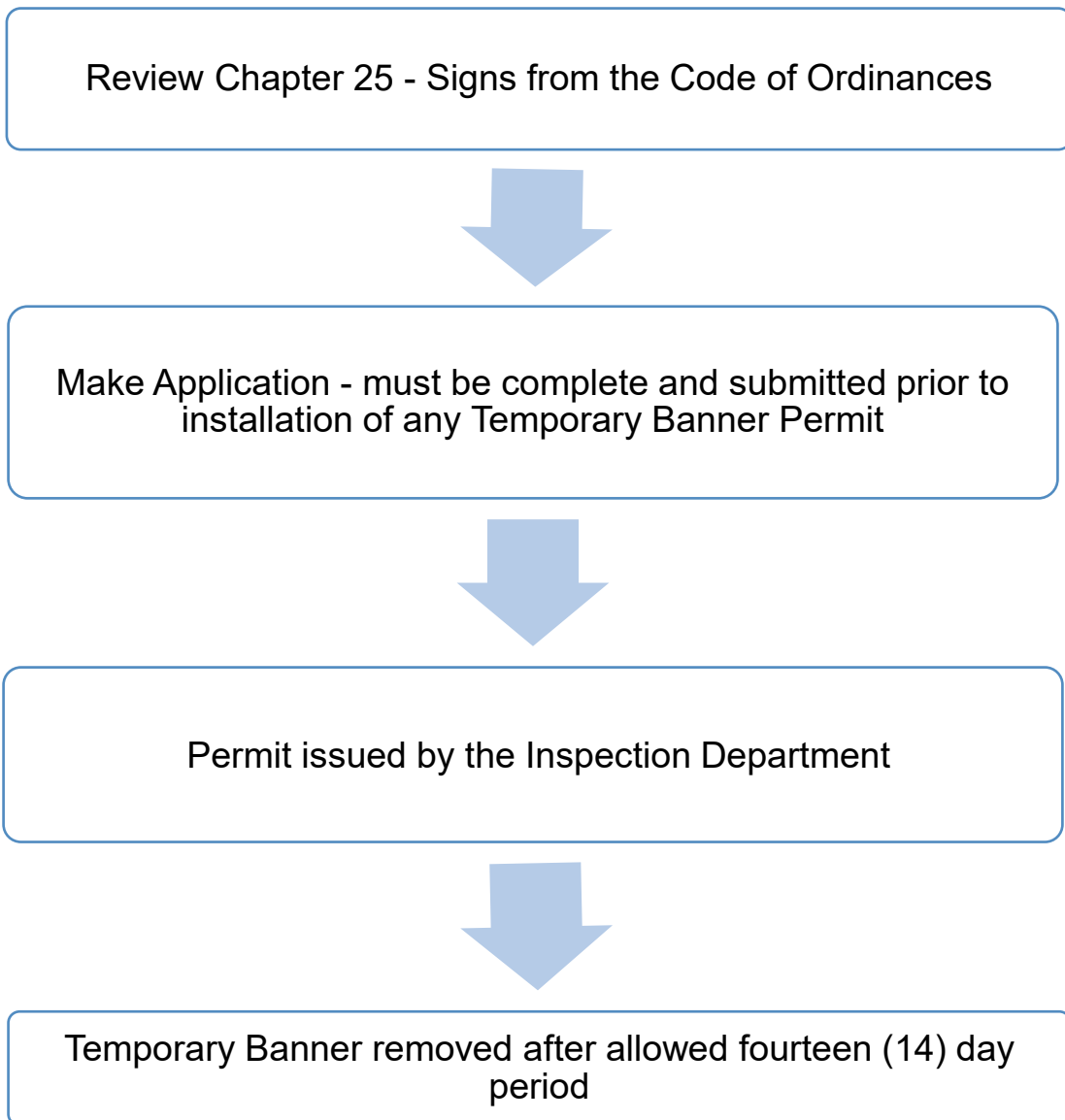




CITY OF ST. JOSEPH
PLANNING & ZONING DEPARTMENT
700 Broad Street
St. Joseph, MI 49085
Phone (269)983-1212
Fax (269) 985-0347
www.sjcity.com

TEMPORARY BANNER SIGN
Process, Instructions and Application*



*See attached detailed directions for all steps involved.



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TEMPORARY BANNER SIGN

Process, Instructions and Application

- 1. Review Chapter 25 - Signs of the Code of Ordinances.** The sign code is available at www.sjcity.com – public hub or www.municode.com - library. Contact the Inspection Department if you have additional questions.
- 2. Regulations.** Section 25-14.3.a of the Sign Ordinance provides four regulations for Temporary Banner Signs:
 - The maximum time for display is fourteen (14) consecutive days, up to four (4) times per calendar year. However, a permit application can be filed to request individual maximum time periods to be combined, and a permit may be issued for the same so long as the total time does not exceed the yearly maximum number of days allowed (i.e., one banner displayed for eight (8) consecutive weeks would regarding the permit be issued for (4) consecutive times and no additional banners would be allowed that calendar year.
 - The banner sign shall not extend above the roof-eave of a building.
 - The maximum overall height of a free-standing banner is five feet (5').
 - To decrease to any degree, or to increase by no more than twenty percent (20%), the minimum or maximum allowable height from grade of any sign.
 - The maximum total area of all banners on display at any one time is thirty-two square feet (32 sf).
- 3. Submission of Application.** Prior to installation complete the required application and return to the Inspection Department. Permits issued prior to installation of the temporary banner sign will not have a permit fee. Temporary banners installed prior to obtaining the required permit will be charged in accordance with the adopted fee schedule.
- 4. Sign Permit Review/Issuance.** When all required information is provided, most applications for temporary banner permits will be issued over the counter at time of submittal. No permits will be issued if the property/business exceeds the maximum four (4) allowed per calendar year.
- 5. Removal.** It shall be the applicant's responsibility to remove the temporary banner sign within the allotted time. Failure to remove may result in issuance of civil citations.



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TEMPORARY BANNER SIGN APPLICATION

Maximum fourteen (14) days, maximum four (4) permits per calendar year

ONE SIGN PER APPLICATION. Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. If additional space is needed, please use additional sheets of paper.

Property Information

Property Address: _____

Tenant Name: _____

Purpose of Temporary Banner (event): _____

Property Code Number(s) (Tax Number): 11-76-_____

Temporary Sign Information (maximum 14 days per permit, maximum 4 permits per calendar year)

Date of Installation: _____ Date of Removal: _____

Date of last Temporary Banner Permit? _____

Dimensions of proposed Temporary Banner: _____

Free-standing: _____ Attached to wall: _____

Once installed, what is the overall height of Temporary Banner? _____

Will the Temporary Banner Sign be located more than 2'6" from any lot line?

Yes: _____ No: _____

Will the Temporary Banner Sign be located outside of the required 20' Clear Site Triangle if located on a corner? Yes: _____ No: _____ N/A: _____

Is this a multi-tenant building? Yes: _____ No: _____

Current use of property (office, retail): _____

Do you understand that the Temporary Banner Sign cannot be illuminated?

Yes: _____ No: _____

Applicant Information

Applicant/Responsible Party: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Tenant Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Name of Property Owner/Management Company: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

CERTIFICATION

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application;
- C. The Applicant understands that it is their responsibility to remove the Temporary Banner after it has been displayed for fourteen (14) days and failure to remove may result in issuance of a Civil Citation.

On the _____, day of _____, 20_____, I/We have read the above certification, understand it, and agree to abide by its conditions.

Signature of Applicant or Authorized Agent

Name of Applicant or Authorized Agent