



1000 West Cedar Avenue
Gladwin, Michigan 48624
Telephone: (989)426-9231
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CITY OF GLADWIN SIGN PERMIT APPLICATION

Applicant Name: _____

Applicant Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Applicant Signature: _____ Date: _____

(If applicant is not the property owner, the applicant must have signed permission from the property owner in order to obtain a variance)

Property Owner Name: _____

Property Address: _____

Tax Parcel ID Number(s): _____

Zoning District: _____

Location of Sign on Property: _____

Type of Sign: _____

Name of Business or Establishment: _____

Please include the following information in drawings or renderings:

- Dimensions of sign (height and width)
- Total area of the sign
- Evidence that the sign will be securely attached to the building or supporting structure and will not present a hazard
 - For projecting sign(s), specify the distance between the grade and the bottom of the sign.
 - For freestanding or monument signs, a site development plan of the intended location of the sign and a scale drawing of the total sign structure
- Type of illumination, if applicable

**Please provide drawings or renderings of the proposed sign(s) described above.*

For Office Use Only:

Application Date Received: _____
 Application Fee: _____ \$100 _____ Date Fee Paid: _____

CHAPTER 6: SIGNS				
Standard	Yes	No	N/A	Comments
Sec. 603.2 – Is the proposed illumination in accordance with Section 313. Any proposed electronic or digital signs have to turn off no later than 10 pm in the C-1 or Residential Districts.				
Sec. 606.1 – Is the proposed canopy sign extending into a public right-of-way or encroaching over abutting property lines (if located in a C-1 business district, it may extend over a public sidewalk).				
Sec. 606.2 – Does the new projecting sign in the C-1 Business District exceed 6 feet by 3 feet (18 sq ft)?				
Sec. 609 Prohibited Signs – Is the proposed sign a prohibited sign?				
Sec. 610 Non-Conforming Signs – Is the proposed sign a non-conforming sign?				
Sec. 611.2 – Does the off-premises sign(s) located on the MT zoning district, comply with the requirements of this section?				

CHAPTER 6: SIGNS					
Use Type	Sign Type	Number of signs	Max Display Area	Maximum Height	Setback
Sign 1					
Sign Requirement					
Proposed Sign					
Sign 2					
Sign Requirement					
Proposed Sign					

Additional Comments by Zoning Administrator:

Zoning Administrator Name: _____

Zoning Administrator Signature: _____ Date: _____

Section 605. Sign Requirements Table

Type of Sign	R-1A & R-1B	RO	C-1	C-2 & MT
<p>Free-Standing Sign¹</p>	<p>Number: 1 sign per parcel for other permitted uses. Max. Area: 24 sq. ft. Max Height: 4 ft. Setback: 1/3 of required setback</p> <p>Not permitted on parcels with a one- or two-family dwelling use, except for those with a home occupation. One sign of no more than 8 sq. ft. in area may be allowed on parcels with a home occupation.</p> <p>Not permitted with a monument sign on the same parcel.</p>		<p>Not permitted.</p>	<p>Number: 1 sign per street frontage Max. Area: 50 sq. ft. plus 1 additional sq. ft. for each foot of street frontage above 50 feet, maximum of 150 sq ft. Max. Height: 20 ft. Multi-Occupant: Max area may increase by 10 sq. ft. per occupant, not to exceed 250 sq. ft. Not permitted with a monument sign on the same parcel.</p>
<p>Monument Sign¹</p>	<p>Number: 1 sign per parcel for permitted uses. Max. Area: 24 sq. ft. Max. Height: 4 ft. Setback: 1/3 of required setback</p> <p>Not permitted on parcels with one- or two-family dwelling use.</p> <p>Not permitted with a free-standing sign on the same parcel.</p>		<p>Number: 1 sign per street frontage. Max. Area: 32 sq. ft., plus 1 additional sq. ft. for each foot of street frontage above 50 feet, maximum of 64 sq. ft. Max. Height: 6 ft. Multi-Occupant: Max. area may increase by 8 sq. ft. per occupant, not to exceed 120 sq. ft. Not permitted with a free-standing sign on the same parcel.</p>	<p>Number: 1 sign per street frontage. Max. Area: 60 sq. ft., plus 1 additional sq. ft. for each foot of street frontage above 50 feet, maximum of 180 sq. ft. Max. Height: 8 ft. Multi-Occupant: Max. area may increase by 10 sq. ft. per occupant, not to exceed 250 sq. ft. Not permitted with a free-standing sign on the same parcel.</p>
<p>Wall Sign²</p>	<p>Number: 1 sign per parcel. Max. Area: 24 sq. ft.</p>		<p>Number: 1 per exposed wall of business³</p>	

Section 605. Sign Requirements Table				
Type of Sign	R-1A & R-1B	RO	C-1	C-2 & MT
	Not permitted on parcels with a one- or two-family dwelling use.		Max. Area: The greater of 150 sq. ft. or 10% of the total area of an exposed wall. ⁴ Multi-Occupant: Max area may increase by 10% per occupant, not to exceed 300 sq. ft.	
Projecting/ Awning/ Canopy Signs^{5,6}	Not permitted.	Number: 1 per building/occupant with an exterior public entrance Max. Area: the greater of 100 sq. ft. or 10% of the total area of an exposed wall. If located along with a wall sign, the combined area of the wall sign and canopy sign shall not exceed the area permitted for wall signs.		
Electronic or Digital Signs⁷	Permitted only on parcels bordering M-18 or M-61. Max. Area: 15 sq. ft. Must be oriented toward M-18 or M-61		Number: 1 (as a monument or free-standing sign). Max Area: 32 sq. ft.	
Window Signs	Not permitted.	Not to exceed 20% of any total window area. The total area of all window signs shall not exceed 150% of the maximum allowable area for wall signs.		
Temporary Signs	Max. Area per sign: 6 sq. ft. Max Area of all signs per parcel: 12 sq. ft.	Max. Area per sign: 12 sq. ft. Max Area of all signs per parcel: 24 sq. ft.	Number: No more than two signs at any given time. Max. Area: 64 sq. ft. (all signs combined)	
A-Frame/ Sandwich Board⁸	Not permitted.		Number: 1 per business with a public entrance Max. Area: 16 sq. ft. Max. Height: 4 ft. Setback: At least 2 ft. from any curb.	
Residential Subdivision Sign	No more than two (2) per point of vehicular access. Max. Area: 50 sq. ft. Max. Height: 8 ft.		N/A	N/A

1. Parcels with more than one street frontage may erect one free-standing or monument sign on each frontage. Free-standing or monument signs located on parcels with more than one street frontage shall be a minimum of 150 feet apart.
2. The Zoning Administrator may allow a wall sign to be erected in a segmented fashion.
3. For multi-occupant buildings, wall signs on adjacent uses should be arranged to be contiguous whenever possible.
4. For multi-occupant buildings, wall area shall be calculated based upon the exterior wall width of that portion of the building occupied by the applicant. For exterior wall widths of less than 50 feet, wall signs of 50 square feet in area shall be permitted, regardless of the total area of the exposed wall.
5. The canopy structure must maintain a minimum ground clearance of 8 feet and the horizontal distance from any parking space or maneuvering lane must be a minimum of 2 feet.
6. Canopies shall, whenever practicable, match the established height and projection of canopies which exist on abutting parcels or businesses.
7. The following standards shall apply:
 - No graphics or copy shall flash.
 - Signs facing a residential district shall be turned off at or before 9 p.m.
 - There will be a maximum of 6 seconds between changes in text or images.
 - No off-premise advertising is allowed.
 - Backgrounds should be dark with light-color text.
 - Intensity of lighting emitted by the sign should conform to other standards in this ordinance.
8. Signs may be located on public sidewalks but must be placed in a location that creates the minimal possible obstruction to pedestrian traffic. The Zoning Administrator may require a sign to be relocated or removed entirely if it impedes pedestrian traffic on a sidewalk or creates any other hazards or nuisance.