

# CITY OF GREENVILLE SPECIAL EVENT SIGNS APPLICATION

411 South Lafayette Street Greenville, Michigan 48838  
(616) 754-5645, Ext. 112 Fax (616) 754-6320



## SITE

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

## TEMPORARY ACTIVITY

Description of Activity: \_\_\_\_\_

Brief Description of Location: \_\_\_\_\_

Size of Sign: \_\_\_\_\_

## SCHEDULE

Activity proposed to begin \_\_\_\_\_ and to end \_\_\_\_\_  
Date Date

**INDIVIDUAL and/or BUSINESS** to occupy site for temporary activity

**AUTHORIZED REPRESENTATIVE** of activity that may be contacted:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

## APPLICANT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature acknowledging I have read the restrictions on the back of this paper: \_\_\_\_\_

**DO NOT WRITE BELOW THIS SPACE**

Temporary Sign ( ) Approved ( ) Disapproved

If disapproved, reason for Administrator's disapproval:

Activity approved to begin \_\_\_\_\_ and to end \_\_\_\_\_  
Date Date

Conditions of approval:

**NOTICE: Signs are subject to the following restrictions (See Back):**

- The sign(s) shall not create a hazard, block the vision of pedestrians and vehicles, or create other unsafe condition.***
- The sign(s) shall not be placed in the street right-of-way, alley, or other public place.***
- The sign(s) shall be removed immediately after the completion of the activity.***
- Special Sign Permit Applications must be received 10 days prior to sign placement start date.***

\_\_\_\_\_  
Zoning Administrator Signature

## REQUIREMENTS & REGULATIONS FOR SPECIAL EVENT SIGNS

### Definition of Special Event Sign:

Temporary signs containing public messages concerning special events.

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All signs shall pertain only to the business or activity conducted on the premises, with the exception of political signs and special event signs (Amended 5/4/99).

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Special event signs, including banner signs, are permitted in any zone district, subject to the following restrictions:

1. Special event signs may be located either on or off the lot on which the special event is held. A detailed list of each sign placement **must** be provided.
  2. If sign will be located off the lot on which the special event is held a signed letter must be submitted by the property owner. Contact phone number must also be included.
  3. The display of such signs shall be limited to the **twenty-one (21) days** immediately preceding the special event which is being advertised.
  4. The maximum size shall not exceed **32 sq. ft.** and the height shall not exceed **6 sq. ft.** unless the sign is attached to a wall. The Zoning Administrator shall determine that such signs shall not create a hazard, block the vision of pedestrians and vehicles, or create any other unsafe condition (Amended December 2010).
  5. Such signs shall be removed within **forty-eight (48) hours** of the conclusion of the special event which is being advertised.
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**Special Sign Permit Applications must be received  
10 days prior to sign placement start date.**



## Letter of Agreement for Sign Placement

Per city ordinance all property owners must agree in writing, in advance, to allow a sign to be placed on their property for special events.

We agree to allow \_\_\_\_\_ to place a sign on our property at \_\_\_\_\_.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ in the size of: \_\_\_\_\_.

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Signature of Property Owner

Date

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Property Owner or Its Agent **Print Name**

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Phone Number

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