



ANTWERP TOWNSHIP APPLICATION FOR SIGN PERMIT

Please request a copy of the "Sign Permit Information and Procedures" sheet for assistance in completing this form.

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____ E-mail: _____

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate, and that the sign(s) subject to this permit shall be installed as described hereon, in conformance with the Zoning Ordinance.

Signature: _____ **Date:** _____

Applicant is the: ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Sign Contractor/Other

Property Owner's Name (if different from applicant): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____ E-mail: _____

Project Location or Address: _____

Parcel Number: _____

Zoning: _____ Current/Proposed use of the property: _____

Sign Information – attach additional sheets if necessary. Please provide sign architectural/elevation drawings from the sign designer/contractor for new pylon/ground signs and new wall signs.

PYLON AND GROUND SIGNS (one pylon or one ground sign permitted per lot)

Overall height: _____ Setback from property lines: _____

Dimensions of Sign (not including support) Height: _____ Width: _____ = _____ sq. ft.

Illumination (Separate electrical permit required): Internal ☐ External ☐ None ☐

Dimensions of reader board/electronic display, if provided: _____

WALL SIGNS: How many: _____ Dimensions of each wall sign (list separately) 1) _____ x _____

2) _____ x _____ 3) _____ x _____ Total of all wall signs (sq. ft.) _____

Illumination (Separate electrical permit required): Internal ☐ External ☐ None ☐

COMMERCIAL EVENT/SPECIAL EVENT SIGNS

Sign type (describe): _____ No. requested: _____

Proposed dates for display: _____

Locations of off-site special event signs: _____

Dimensions: Area _____ sq. ft. Height: _____ ft.

Number of Commercial Event or Special Event permits so far during this calendar year (circle one) 1 2 3 4

OTHER SIGN TYPES REQUIRING A PERMIT: List: _____

Attach a separate sheet describing the sign(s), including type, area, height and location; also complete plot plan on Page 2.

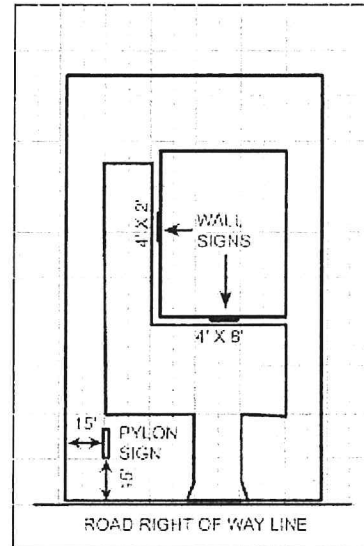
Applicants must also complete and submit the Plot Plan on Page 2 of this application

PLOT PLAN

(A site plan on a separate sheet may be provided in lieu of this plot plan, provided that all necessary information is shown on the site plan)

ROAD RIGHT OF WAY LINE
(add second ROW line if lot is a corner lot)

EXAMPLE



DIRECTIONS

1. Sketch the major features of the property – lot lines, buildings, parking area, etc. – on the grid at left. The sketch should provide a good description of the layout on the lot, but does not have to be to scale. (see example above)
2. Indicate the location of all proposed signs
3. Roughly indicate the locations of wall signs and include dimensions of each.
4. Show setback from nearest property lines to any proposed pylon or ground sign.

Applicant Name: _____ **Property Address:** _____

FOR MORE INFORMATION: Request the Sign Permit Information and Procedures Sheet, available at the Township Hall, 24821 Front Ave., Mattawan, (269) 668-2615, or at www.antwerptownship.com; or contact the Zoning Administrator at (616) 540-1794 or hcplanning@outlook.com

TO BE COMPLETED BY TOWNSHIP

Date application and fee received and accepted: _____ Staff Initials: _____

Fee Amount \$ _____ Date sent to Zoning Administrator _____

ZA Decision (circle one) Approved Denied ZA Signature _____

Date: _____ Comments/conditions (if any) _____



ANTWERP TOWNSHIP SIGN PERMIT INFORMATION AND PROCEDURES

WHAT DO I NEED TO GET STARTED? *Sign Permit Application:* Request a copy of the Sign Permit application from Township Hall, or download from www.antwerptownship.com.

WHERE DO I FIND SIGN REQUIREMENTS? Chapter 12, Section 12.4 of the Antwerp Township Zoning Ordinance contains the sign requirements.

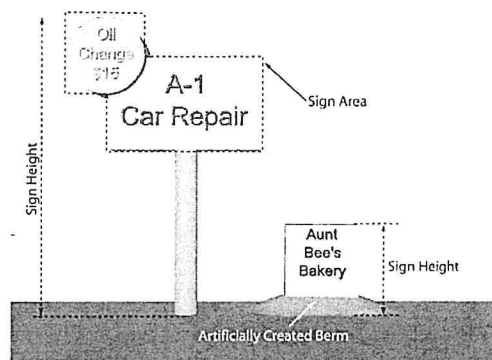
TYPES OF SIGNS ALLOWED: See Tables 12-14, 12-15 and 12-16 in the Zoning Ordinance for complete requirements regarding number allowed, area, height, setback, etc.

Zoning of Property	Signs Allowed	Permit required?
All zoning districts	Permanent signs	
	Directional signs ("enter," "exit," etc.)	yes
	Temporary signs	
	Political signs	no
	Real estate sales signs	no
	Construction signs (advertising name of contractor, architect, etc.)	no
	Property development signs (advertising new developments)	yes
Agricultural and Residential zoning districts	Special event signs (civic, governmental and non-profit events)	yes
	Permanent signs	
	Ground signs for allowed non-residential uses (churches, schools, farms, etc.)	yes
	Ground signs for multiple family complexes	yes
	Ground signs for allowed home-based businesses	yes
	Wall signs for allowed non-residential uses	yes
	Wall signs for home occupations	no
Commercial and Industrial zoning districts	Temporary Signs	
	Garage and estate sale signs	no
	Permanent Signs	
	One ground sign or one pylon sign	yes
	Business center signs (for properties with two or more distinct businesses; one per street frontage)	yes
	Wall signs	yes
	Temporary Signs	
	Signs for commercial events	yes

DETERMINING SIGN HEIGHT AND AREA

Sign area is determined by the area within a geometric form or combination of such forms that enclose the extreme limits of all sign elements, excluding the frame. Only the area of one side of a back-to-back sign is measured.

Height is measured from grade to the top-most element of the sign. If the grade is built up at the base of the sign (such as a berm) the height shall be determined from the original grade.



AREA, HEIGHT AND PLACEMENT REQUIREMENTS – COMMERCIAL AND INDUSTRIAL DISTRICTS (see Section 12.4 of the Zoning Ordinance for requirements of other districts)

Type	Requirement	Zoning District		
		GC	CO ¹	LI
Ground	<i>Number</i>	1 ground sign or 1 pylon sign per lot	1 ground sign or 1 pylon sign per lot	1 ground sign or 1 pylon sign per lot
	<i>Area (max.)</i>	80 sq. ft.	One square foot per linear foot of lot frontage, to a max. of 80 square feet	80 sq. ft.
	<i>Location (ft.)</i>	15 from all property lines	15 from all property lines; 25 from adjacent residential property lines if illuminated	15 from all property lines
	<i>Height (max.)</i>	8 ft.	8 ft.	8 ft.
Pylon	<i>Number</i>	1 ground sign or 1 pylon sign per lot	1 ground sign or 1 pylon sign per lot	1 ground sign or 1 pylon sign per lot
	<i>Area (max.)</i>	80 sq. ft.	One square foot per linear foot of lot frontage, to a max. of 80 square feet	80 sq. ft.
	<i>Location</i>	15 from all property lines	15 from all property lines; 25 from adjacent residential property lines if illuminated	15 from all property lines
	<i>Height (max.)</i>	15 ft.	15 ft.	15 ft.
Wall	<i>Number</i>	No limit	1 per street frontage	1 per street frontage
	<i>Area (max.)</i>	Total of all signs: 1 sq. ft. per linear foot of occupant frontage, 80 sq. ft. max;	1 sq. ft. per linear foot of occupant frontage; 60 sq. ft. max.	1 sq. ft. per linear foot of occupant frontage; 80 sq. ft. max.
	<i>Location</i>	On wall facing street and facing parking area	On wall facing street	On wall facing street

¹ Permitted only where a special land use has been approved for the Commercial Corridor Overlay District.

GC = General Commercial District; CO = Commercial Corridor Overlay District; LI = Light Industrial District

ILLUMINATION

All signs may be illuminated, except signs for home occupations, home based businesses, and temporary signs (other than allowed portable signs for special events). External illumination shall be arranged so that the light source is not visible from the road and there is no glare directed toward adjacent properties. A separate electric permit is required for permanent illuminated signs. Signs with moving lights or other moving elements (except electronic displays, as regulated; see below) are prohibited.

READER BOARDS AND ELECTRONIC DISPLAYS

Up to 40% of the area of a ground, pylon or wall sign may be a reader board with manually changed letters. Up to 40% of a ground or pylon sign may be an electronic or LED display, which must meet the requirements in Section 12.4.1.5. A sign with a reader board may not also have an electronic display, and vice versa.

An electronic display is subject to the following requirements:

1. The entire sign face shall only convey a single product or message at any one time.
2. Except for the change from one display to the next, which shall be instantaneous, each individual sign display shall be stationary. No elements of the display may move, flash or scroll, except to change from one display to the next.
3. Displays may change no less than five seconds apart.

PORTABLE SIGNS AND BILLBOARDS

New portable signs (temporary signs on a chassis or other moveable frame) and billboards are prohibited; however a portable sign can be used on the premises of a special event if a special event sign permit is issued. Existing portable signs and billboards are regulated and may not be expanded; all portable signs in existence on February 25, 2011 must be removed by February 25, 2016. Existing billboards may remain indefinitely, but may not be rebuilt if destroyed or expanded in size or height.

SIGN PERMIT REVIEW PROCESS

The completed permit application, the required fee, and any required attachments should be submitted to the Township Hall, 24821 Front Avenue, Mattawan MI, 49071. The Township will forward the application to the Zoning Administrator, who will approve or deny the permit. The Zoning Administrator may attach conditions to the approval. The Zoning Administrator may also delay final approval, pending necessary information from the applicant. To ensure the quickest review and approval, be certain to include all required information with the permit application.

If an electrical or construction permit is also required, contact the Building Inspector, (269) 668-2615, ext. 210

FOR MORE INFORMATION:

1. See the Antwerp Township Zoning Ordinance, Chapter 12, Site Development Requirements, Section 12.4, Signs. The ordinance is available online at www.antwerptownship.com/zoning.htm.
2. Call the Township offices at (269) 668-2615 or the Zoning Administrator (Williams & Works) at (616) 988-3525.