



## SIGN PERMIT APPLICATION

Cost of Sign	Fee
Less than \$1,000	\$20
\$1,000 or more	\$20 plus \$1.50 for every \$100 over \$1,000
<ul style="list-style-type: none"> <li>➤ <i>Certain signs may also require a Building Permit (e.g., Freestanding Sign, etc.)</i></li> <li>➤ <i>If the sign is to be illuminated, an electrical permit may also be required.</i></li> </ul>	

### Applicant Information

Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email Address \_\_\_\_\_

Does the Applicant Own the Property? *(Must be Signed by Property Owner)*    ( ) Yes    ( ) No

### Property Information

Address/Location \_\_\_\_\_  
 Parcel Number    70 -    -    -    -  
 Size (acres) \_\_\_\_\_ Current Zoning \_\_\_\_\_  
 Lot Type    Typical Lot \_\_\_\_\_    Corner Lot \_\_\_\_\_    Interior Lot \_\_\_\_\_

**Total Cost of Sign + Labor to Erect = \$ \_\_\_\_\_**

### Sign Specifications

<b>Type of Sign(s) – check all that apply</b>			
<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Construction Sign	<input type="checkbox"/> Directional Sign	<input type="checkbox"/> Awning Sign
<input type="checkbox"/> Freestanding Sign	<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Special Event Sign	<input type="checkbox"/> Temporary Sign
<input type="checkbox"/> Wall/Canopy Sign	<input type="checkbox"/> Marquee Sign	<input type="checkbox"/> Residential Development Marketing Sign	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Message Boards	<input type="checkbox"/> Digital Sign		
<b>Size of Sign(s)</b>	Width = _____ inches	Height = _____ inches	
<b>Overall Height (ground to top of sign)</b>	Feet = _____	Inches = _____	
<b>Number of Sides (i.e. number of sign faces)</b>	<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three <input type="checkbox"/> Four +
<b>Method of Support</b>	<input type="checkbox"/> Single Pylon	<input type="checkbox"/> Posts	<input type="checkbox"/> Ground Base <input type="checkbox"/> Other:
<b>Style of Sign</b>	<input type="checkbox"/> Painted	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Carved <input type="checkbox"/> Other:
<b>Material of Sign</b>	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic/Vinyl	<input type="checkbox"/> Metal <input type="checkbox"/> Other:
<b>Will the Sign be illuminated</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant (if different from Owner)*


\_\_\_\_\_  
*Date*

**Inspection Requirement:**

**The applicant is required to call the Township to schedule an inspection when the work is completed.**

**PROVIDE A DRAWING AND SITE PLAN OF THE PROPOSED SIGN(S) BELOW**

*Please provide a scaled drawing of all proposed signs. The drawing should include at a minimum the proposed sign dimensions (including height, width and height from ground), illumination details (if applicable), sign copy (i.e. how the sign will read), and setbacks from property lines and buildings (this should be shown in plan view). Use multiple pages if necessary. Please refer to Chapter 24 of the Grand Haven Charter Township Zoning Ordinance for regulations on signs.*



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**15.2400 CHAPTER 24  
PARKING, LOADING SPACES, AND SIGNS**

**15.2401 SECTION 24.01 GENERAL**

To promote the comfort, safety, convenience, and general welfare of the persons in the Township, this chapter shall provide standards for the regulation of off-street parking and loading spaces and signs.

**15.2406 SECTION 24.06 SIGNS**

This Section is intended to protect and further the health, safety, and welfare of the residents of the Township; to maintain and improve the appearance of the Township; to conserve community character; to prevent traffic hazards; to provide safer conditions for pedestrians; and to promote economic development by regulating the construction, alteration, repair, maintenance, size, location, and number of signs.

**15.2407 SECTION 24.07 SIGN DEFINITIONS**

1. Awning: A retractable or fixed shelter constructed of non-rigid materials on a supporting framework that projects from the exterior wall of a building.
2. Awning sign: A sign affixed flat against the surface of an awning.
3. Balloon sign: A sign composed of a non-porous bag of material filled with air.
4. Banner sign: A fabric, plastic, or other sign made of non-rigid material without an enclosing structural framework.
5. Billboard: An off-premise sign which advertises an establishment, product, service, or activity not available on the premises on which the sign is located.
6. Canopy: A freestanding roof-like structure built on one (1) or more support posts, designed to offer protection from the weather.
7. Canopy Sign: A sign painted or attached directly to and parallel to the exterior face of a canopy roof and extending no greater than twelve (12) inches from the exterior face of the canopy to which it is attached.
8. Construction Sign: A sign which identifies the owners, financiers, contractors, architects, and engineers of a project under construction.
9. Digital Sign: A sign that uses digital display technology such as liquid crystal displays ("LCDs"), plasma or light emitting diodes ("LEDs") to communicate a message with a target audience.

10. Directional Sign: A sign which gives directions, instructions, or facility information for the use on the lot on which the sign is located, such as parking or exit and entrance signs.
11. Freestanding Sign: A sign supported on poles not attached to a building or wall.
12. Government Sign: A temporary or permanent sign erected by Grand Haven Charter Township, Ottawa County, or the state or federal government.
13. Ground Sign: A sign resting directly on the ground or supported by short poles not attached to a building or wall.
14. Incidental sign: A sign that identifies street address, entrances and exits, safety precautions, identifying logos without text, and other such incidental information, and which sets forth no other advertisement intended to be read from the street.
15. Marquee: A permanent structure constructed of rigid materials that projects from the exterior wall of a building.
16. Marquee Sign: A sign affixed flat against the surface of a marquee.
17. Message Board: A portion of a sign on which copy is changed manually
18. Message Board, Electronic: A portion of a sign that displays copy using LEDs, fiber optics, light bulbs or other illumination devices within the display area.
19. Mural: A design or representation painted or drawn on a wall which does not advertise an establishment, product, service, or activity.
20. Off-Premise Sign: A sign which relates to or advertises an establishment, product, merchandise, good, service or entertainment which is not located, sold, offered, produced, manufactured or furnished at the property on which the sign is located.
21. On-Premise Sign: Any sign which pertains solely to the use of the property on which it is located, such as to an establishment, product, merchandise, good, service or entertainment which is located, sold, offered, produced, manufactured or furnished at the property on which the sign is located.
22. Placard: A sign not exceeding two (2) square feet which provides notices of a public nature, such as “No Trespassing” or “No Hunting” signs.
23. Political Sign: A temporary sign used in connection with a noncommercial message or an official Township, school district, county, state, or federal election or referendum.

24. Portable sign: A sign designed to be moved easily and not permanently attached to the ground, a structure, or a building.
25. Projecting Sign. A double-faced sign attached to a building or wall that extends more than eighteen (18) inches but not more than thirty-six (36) inches from the face of the building or wall.
26. Real Estate Sign: A sign advertising the real estate upon which the sign is located as being for sale, rent, or lease.
27. Real Estate Sign for Gated Residential Communities: A sign advertising real estate as being for sale, rent, or lease within an adjacent residential development that is only accessed through a key-coded gate.
28. Residential Development Marketing Sign: A sign for residential developments marketing lots, single-family dwellings, two family dwellings or multiple family dwellings.
29. Roof Line: The top edge of a roof or parapet wall, whichever is higher, but excluding any cupolas, chimneys, or other minor projections.
30. Roof Sign: A sign erected above the roof line of a building.
31. Sign: A device, structure, fixture, or placard using graphics, symbols, and/or written copy designed specifically for the purpose of advertising or identifying an establishment, product, service, or activity.
32. Special Event Sign: Temporary and portable signs containing public messages concerning special events sponsored by governmental agencies or non-profit organizations.
33. Temporary Sign: A sign not permanently attached to the ground, a structure, or a building. Temporary signs may include banners, portable signs, and any other sign displayed for a limited period of time.
34. Time/Temperature Sign: A type of electronic message board that exclusively displays time and temperature information.
35. Wall Sign: A sign painted or attached directly to and parallel to the exterior wall of a building extending no greater than eighteen (18) inches from the exterior face of the wall to which it is attached.
36. Window Sign: A sign installed inside a window and intended to be viewed from the outside.

**15.2408SECTION 24.08 GENERAL SIGN PROVISIONS**

1. No person shall erect, alter, place or permit to be placed, or replace any sign without first obtaining a building permit, unless otherwise exempted by Section 24.09.
2. Signs shall be maintained free of peeling paint or paper, fading, staining, rust, or other condition which impairs legibility or intelligibility.
3. Sign supports, braces, guys and anchors shall be maintained in such a manner as not to cause a hazard.
4. Signs, may be internally illuminated or if externally illuminated, except for home occupation signs which shall not be illuminated, the source of the light shall be enclosed and directed to prevent the source of light from shining directly onto traffic or residential property.
5. Digital signs shall be limited to electronic message boards and time/temperature signs only.
6. No sign shall be placed in, upon or over any public right-of-way, alley, or other public place, except as may be otherwise permitted by this Chapter.
7. No light pole, utility pole, or other supporting member shall be used for the placement of any sign unless specifically designed and approved for such use.
8. No sign shall be erected in any place where it may, by reason of its position, shape, color, or other characteristic, interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, or constitute a nuisance per se.
9. No commercial vehicle, which in the opinion of the Zoning Administrator has the intended function of acting as a sign, shall be parked in any area abutting the street, unless no other parking area is available.
10. No sign shall employ any flashing, moving, oscillating, blinking, or variable intensity light.
11. No sign shall contain any moving or animated parts or have the appearance of having any moving or animated parts; provided, variable time/temperature signs and electronic message boards may be permitted in accordance with Section 24.12.12.
12. No wall sign shall extend beyond the edge of the wall to which it is affixed, and no wall sign shall extend above the roof line of a building.

**15.2409 SECTION 24.09 EXEMPTED SIGNS**

The following signs shall be exempt from the provisions of this Ordinance, except for the provisions of Section 24.12.3.

1. Government signs.
2. Historical markers.
3. Window signs.
4. Memorial signs or tablets.
5. Murals.
6. Signs not visible from any street.
7. Signs for essential services.
8. Placards not exceeding two (2) square feet.
9. Signs with address, owner, or occupant name, of up to one (1) square foot in area attached to a mailbox, light fixture or exterior wall.
10. Flags or insignia of any nation, state, county, city, community organization, or educational institution.
11. Scoreboards for public or private school or publicly owned and operated athletic fields.
12. Directional signs of six (6) square feet or less in area.
13. Temporary signs of four (4) square feet or less in area.
14. Political signs.

**15.2409A SECTION 24.09A PROHIBITED SIGNS**

A sign that is not permitted by this Ordinance is prohibited. The following additional sign types are expressly prohibited.

1. Digital signs, except electronic message boards and time/temperature signs.
2. Roof signs.
3. Balloons, balloon signs, strings of light bulbs, pennants, streamers, banners, or flags, except those banners or flags of a non-commercial nature as otherwise permitted.

4. Off-premise signs, unless specifically permitted such as special event signs, as provided in Section 24.12.6, and billboards, as provided in Section 19.07.3.
5. Portable signs and temporary signs, except as may be otherwise permitted.

**15.2410 SECTION 24.10 NON-CONFORMING SIGNS, ILLEGAL SIGNS, AND SIGNS ACCESSORY TO NON-CONFORMING USES**

1. Every permanent sign which does not conform to the height, size, area, or location requirements of this Section as of the date of the adoption of this Ordinance, is hereby deemed to be non-conforming.
2. Non-conforming signs may not be altered, expanded, enlarged, or extended; however, non-conforming signs may be maintained and repaired so as to continue the useful life of the sign. An existing non-conforming sign, including a billboard, shall not be changed to a digital sign.
3. For purposes of this chapter, a non-conforming sign may be diminished in size or dimension or the copy of the sign amended or changed without jeopardizing the privilege of non-conforming use. If a sign is nonconforming in its setback, this Section shall not apply, and the sign shall not be replaced.
4. Any non-conforming sign destroyed by fire or other casualty loss shall not be restored or rebuilt if reconstruction will constitute more than fifty (50) percent of the value of the sign on the date of loss.
5. Any sign which, for a period of six (6) months or more, no longer advertises a bona fide business conducted or product sold, shall be removed by the owner of the building, structure, or property upon which such sign is located, within thirty (30) days of receipt of written notice by the Zoning Administrator.
6. A sign, accessory to a non-conforming use, may be erected in the Township in accordance with the sign regulations for the subject zoning district.

**15.2411 SECTION 24.11 UNITS OF MEASUREMENT**

1. The area of a sign shall be measured as the area within a single, continuous perimeter composed of any straight line geometric figure which encloses the extreme limits of writing, representation, emblem, logo, or any other figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding only the structure necessary to support the sign.
2. The area of a freestanding, ground, or projecting sign that has two (2) or more faces shall be measured by including the area of all sign faces, except



if two (2) such faces are placed back-to-back and are of equal size, the area of the two (2) back-to-back faces shall be counted as one (1) face. If the two (2) back-to-back faces are of unequal size, the larger of the two (2) sign faces shall be counted as the one (1) face.

3. The height of a sign shall be measured as the vertical distance from the highest point of the sign to the grade of the adjacent street or the average grade of the ground immediately beneath the sign, whichever is less.
4. For buildings with multiple tenants, the sign areas for wall signs, marquee signs, projecting signs, and awning signs shall be determined by taking that portion of the front wall of the building, applicable to each tenant space, and computing sign requirements for that portion of the total wall. In the case of a corner lot, the wall area adjacent to the tenant space on the second street frontage shall be used to calculate the sign area for a second wall sign, awning sign, or projecting sign. Each sign shall be attached to the same wall which is used to determine its size.

**15.2412 SECTION 24.12 SIGN REGULATIONS APPLICABLE TO ALL ZONING DISTRICTS**

1. Temporary signs shall not exceed twelve (12) square feet in area.
2. All ground, wall and freestanding signs may include message boards. Electronic message boards shall be subject to Section 24.12.12.
3. Any sign, including awnings to which signs are affixed or displayed, not resting directly on the ground shall maintain a minimum clear space of eight (8) feet from the bottom of the sign to the ground.
4. Real estate signs, including real estate signs for gated residential communities, shall be removed within seven (7) days after completion of the sale or lease of the property.
5. Construction signs are permitted within any zone district, subject to the following restrictions:
  - A. Two (2) signs may be placed on the lot where the construction is taking place, each of which shall be no larger than sixteen (16) square feet in area, and not exceed eight (8) feet in height. In a case where two (2) or more firms utilize a sign, the sign shall be no larger than twenty-four (24) square feet in area, and not exceed eight (8) feet in height.
  - B. Construction signs shall not be erected until a building permit has been issued and construction activity has begun.
  - C. Signs must be setback at least fifteen (15) feet from the front property line.

- D. Construction signs shall be removed within fifteen (15) days of the issuance of any Occupancy Permit for the building or structure which is the subject of the construction sign.
6. Special event signs, including banner signs, are permitted in any zone district, subject to the following restrictions:
- A. No more than five (5) such signs shall be displayed for each special event. Such signs may be located either on or off the lot on which the special event is held.
  - B. The display of such signs shall be limited to the twenty-one (21) days immediately preceding the special event which is being advertised.
  - C. Such signs shall have a maximum size of thirty-two (32) square feet in area, and a maximum height of seven (7) feet and shall be set back from any side or rear property line a minimum of fifteen (15) feet.
  - D. Such signs shall be removed within forty-eight (48) hours of the conclusion of the special event which is being advertised.
7. Directional signs are permitted subject to the following restrictions:
- A. A directional sign may contain a logo of an on-premise establishment, but no advertising copy.
  - B. No such sign shall exceed six (6) square feet in area or four (4) feet in height.
  - C. Directional signs shall be limited to traffic control functions.
8. Garage and estate sale signs are permitted subject to the following restrictions:
- A. One (1) sign per lot or parcel is permitted, located on the lot or parcel on which such sale is being conducted, or on any other lot or parcel with the written permission of the property owner, and erected outside of any public street right-of-way.
  - B. Such sign shall not exceed six (6) square feet in area.
  - C. Such sign shall be erected no more than seven (7) days prior to the day(s) of the sale and shall be removed within one (1) day after the completion of the sale.
9. Incidental signs pertaining to any conforming accessory activity being conducted on the premises are permitted in any District, subject to the

following restrictions:

- A. No individual sign shall exceed two (2) square feet in area.
  - B. Only those signs which, in the opinion of the Zoning Administrator, are necessary to indicate entrances, exits, safety precautions, including identifying logos without text, and other such incidental language shall be permitted.
10. Political signs shall be removed within fourteen (14) days after the election for which the signs were utilized.
11. Residential Development Marketing Signs are permitted subject to the following restrictions:
- A. One (1) Residential Development Marketing Sign shall be allowed at each entrance to the residential development to market the entire development and not individual properties within the development.
    - 1) The sign at an entrance may contain a site plan listing available lots and other information, as determined appropriate by the owner.
    - 2) The sign at an entrance shall be limited to thirty-six (36) square feet.
  - B. One (1) additional Residential Development Marketing Sign containing the site plan of the development may be displayed at the interior access point of each additional phase of a residential development after the initial phase. The sign shall be limited to sixteen (16) square feet.
  - C. Residential Development Marketing Signs shall be removed within ten (10) days after the initial sale of all the lots or structures within the development. However, if the dwelling units are for rent rather than sale, the Residential Development Marketing Signs described in subsection A and subsection B above shall be removed one (1) year after they are erected.
  - D. Residential Development Marketing Signs shall be allowed on the lot of each model structure in a residential development, subject to the following:
    - 1) A maximum of two (2) signs shall be allowed at each model unit for sale.
    - 2) One (1) sign shall be limited to twenty-four (24) square feet.

- 3) A second sign shall be limited to six (6) square feet.
  - E. Residential Development Marketing Signs may not be erected until the Township grants preliminary plat approval for a subdivision, final plan approval for a site condominium, final approval for a special land use, or final approval for a planned unit development. (ord. no. 397 eff. September 24, 2004)
12. Message Boards and Electronic Message Boards are permitted subject to the following restrictions, as applicable:
- A. A manual or electronic message board may comprise up to twenty-five (25) percent of the sign area, but not exceeding twelve (12) square feet, of a wall, ground or freestanding sign within any non-residential zoning district or any wall, ground or freestanding sign identifying a governmental or institutional use in any zoning district.
  - B. Only one (1) manual or electronic message board shall be permitted on a lot or parcel; provided that a corner lot or parcel may have one electronic message board facing each street.
  - C. Messages displayed on electronic message boards located within any non-residential zoning district shall have a minimum duration of ten (10) seconds. Messages displayed within residential districts for governmental or institutional uses shall have a minimum duration of five (5) minutes.
  - D. All electronic messages shall be static and the transition between messages shall be instantaneous with no more than three-tenths (0.3) of a second between messages. The use of special effects such as, but not limited to, scrolling, fading, wiping, flashing, changing colors or exploding is prohibited.
  - E. No electronic message board shall create glare or have characteristics that impair the vision of motorists or create a nuisance for surrounding properties.
  - F. The electronic message board shall not be illuminated beyond the default settings of the manufacturer's brightness or dimming controls.
  - G. The electronic message board shall have automatic dimming capabilities that adjust the brightness of the sign to changes in the ambient light levels at all times of the day and night.

- H. The owner of the sign shall allow the Township to use the electronic message board to communicate emergency public service information relating to disasters or emergencies.
- I. Audio speakers or any form of pyrotechnics are prohibited in conjunction with a manual or electronic message board.
- J. Any property on which is located a manual or an electronic message board shall not be permitted to have a temporary sign.

**15.2413 SECTION 24.13 SCHEDULE OF SIGN REGULATIONS**

Signs in each Zoning District shall be subject to the following regulations:

<b>AG, RP, RR, LDR, R-1, R-2 AND R-3 ZONING DISTRICTS – PERMITTED SIGNS</b>	
<b>Ground signs for farm markets</b>	
Number	Two (2)
Size	No greater than eighteen (18) square feet total
Location	Minimum of one-half (½) of the front setback required for main buildings and a minimum of fifteen (15) feet from any side or rear property line
Height	No higher than five (5) feet
<b>Ground signs for a permitted wildlife, hunting or forestry preserve</b>	
Number	One (1)
Size	No greater than eighteen (18) square feet
Height	No higher than five (5) feet
<b>Wall signs for home occupations (non-illuminated)</b>	
Number	One (1) per lot or parcel
Size	No greater than six (6) square feet
Location	On wall of house facing street

<b>Ground signs for residential subdivisions, schools, or other non-residential uses</b>	
Number	One (1) per street frontage
Size	No greater than eighteen (18) square feet
Location	Minimum of one-half (½) of the front setback required for main buildings and a minimum of fifteen (15) feet from any side or rear property line

GRAND HAVEN CHARTER TOWNSHIP  
ZONING ORDINANCE

Political signs	
Number	One (1) per issue or candidate
Size	No greater than sixteen (16) square feet
Location	Minimum of fifteen (15) feet from any side or rear property line
Height	No higher than six (6) feet
Real estate signs	
Number	One (1) per lot or parcel
Size	No greater than six (6) square feet for lots or parcels under one (1) acre; thirty-two (32) square feet for vacant lots or parcels over one (1) acre
Location	Minimum of fifteen (15) feet from any side or rear property line
Height	No higher than six (6) feet
Real Estate Signs for Gated Communities	
Number	One (1) per street frontage
Size	No greater than eighteen (18) square feet
Location	Minimum of one-half (½) of the front setback required for main buildings and a minimum of fifteen (15) feet from any side or rear property line

R-3.5 AND R-4 ZONING DISTRICTS – PERMITTED SIGNS	
Ground signs for residential subdivisions, multiple family apartment complexes, schools, churches and other non-residential uses	
Number	One (1) per street frontage
Size	No greater than eighteen (18) square feet
Location	Minimum of one-half (½) of the front setback required for main buildings and a minimum of fifteen (15) feet from any side or rear property line
Wall signs for home occupations (non-illuminated)	
Number	One (1) per lot or parcel
Size	No greater than six (6) square feet
Location	On wall of house facing street
Political signs	
Number	One (1) per issue or candidate
Size	No greater than sixteen (16) square feet

GRAND HAVEN CHARTER TOWNSHIP  
ZONING ORDINANCE

Location	Minimum of fifteen (15) feet from any side or rear lot line
Height	No higher than six (6) feet
<b>Real estate signs</b>	
Number	One (1) per lot or parcel
Size	No greater than six (6) square feet for lots or parcels under one (1) acre; thirty-two (32) square feet for vacant lots or parcels over one (1) acre
Location	Minimum of fifteen (15) feet from any side or rear lot line
Height	No higher than six (6) feet

**R-5 ZONING DISTRICT – PERMITTED SIGNS**

**Ground signs for manufactured mobile home parks and non-residential uses**

Number	One (1) per street frontage
Size	No greater than twenty-four (24) square feet
Location	Minimum of fifteen (15) feet from any side or rear lot line

**Political signs**

Number	One (1) per issue or candidate
Size	No greater than six (6) square feet
Location	Minimum of fifteen (15) feet from any side or rear lot line
Height	No higher than six (6) feet

**Real estate signs**

Number	One (1) per lot or parcel
Size	No greater than six (6) square feet
Location	Minimum of fifteen (15) feet from any side or rear lot line
Height	No higher than six (6) feet

**SP SERVICE PROFESSIONAL DISTRICT – PERMITTED SIGNS**

**Ground Signs**

Number	One (1) per lot or parcel
Size	No greater than thirty-two (32) square feet

**SP SERVICE PROFESSIONAL DISTRICT – PERMITTED SIGNS**

Location	Minimum of fifteen (15) feet from any side or rear property line
Height	No higher than six (6) feet
<b>Wall signs</b>	
Number	One (1) per street frontage; provided, the sign may be placed on a wall facing a parking lot if that parking lot is located in a side or rear yard.
Size	No greater than twelve (12) square feet
Location	On wall of building facing street
<b>Political signs</b>	
Number	One (1) per issue or candidate
Size	No greater than six (6) square feet
Location	Minimum of fifteen (15) feet from any side or rear property line
Height	No higher than six (6) feet
<b>Real estate signs</b>	
Number	One (1) per lot or parcel
Size	No greater than sixteen (16) square feet
Location	Minimum of fifteen (15) feet from any side or rear property line
Height	No higher than six (6) feet

**C-1 COMMERCIAL DISTRICT – PERMITTED SIGNS**

<b>Ground signs</b>	
Number	One (1) per lot or parcel, except that only one (1) ground sign or one (1) freestanding sign shall be permitted per lot or parcel
Size	No greater than fifty (50) square feet
Location	Minimum of fifteen (15) feet from any property line
Height	No higher than six (6) feet
<b>Wall signs</b>	
Number	One (1) per street frontage; provided, the sign may be placed on a wall facing a parking lot if that parking lot is located in a side or rear yard.



GRAND HAVEN CHARTER TOWNSHIP  
ZONING ORDINANCE

Size	No greater than ten percent (10%) of the wall area to which the sign is affixed	
Location	On wall of building which is used to calculate its area	
<b>Political signs</b>		
Number	One (1) per issue or candidate	
Size	No greater than sixteen (16) square feet	
Location	Minimum of fifteen (15) feet from any side or rear property line	
Height	No higher than six (6) feet	
<b>Real estate signs</b>		
Number	One (1) per lot or parcel	
Size	No greater than sixteen (16) square feet	
Location	Minimum of fifteen (15) feet from any side or rear property line	
Height	No higher than six (6) feet	
<b>Freestanding signs</b>		
Number	One (1) per lot or parcel, except that only one (1) ground sign or one (1) freestanding sign shall be permitted per lot or parcel	
Size	No greater than sixty (60) square feet	
Location	Minimum of fifteen (15) feet from any side or rear property line	
Height	No higher than twenty (20) feet	
<b>Gasoline stations</b>		
Ground signs	Number	One (1) per lot or parcel, except that only one (1) ground sign or one (1) freestanding sign shall be permitted per lot or parcel
	Size	No greater than fifty (50) square feet
	Location	Minimum of fifteen (15) feet from any side or rear property line
	Height	No higher than six (6) feet
Freestanding signs	Number	One (1) per lot or parcel, except that only one (1) ground sign or one (1) freestanding sign shall be permitted per lot or parcel
	Size	No greater than seventy-two (72) square feet
	Location	Minimum of fifteen (15) feet from any side or rear property line
	Height	No higher than twenty (20) feet
	Additional Sign	One (1) additional sign may be attached to the support column(s) of the freestanding sign. Such sign shall not exceed three (3) square feet, and shall have at least ten (10) feet of ground clearance

GRAND HAVEN CHARTER TOWNSHIP  
ZONING ORDINANCE

Temporary Signs (No permit required)	Number	Two (2)
	Size	No greater than nine (9) square feet each
	Location	Minimum of five (5) feet from front lot line, and fifteen (15) feet from any side or rear lot line
	Height	No higher than four (4) feet
Other permitted signs for gasoline stations	Directional signs or lettering over entrance doors or service bays may only display the type of service taking place in such bay.	
	Customary lettering on or other insignia which are a structural part of a gasoline pump, and any other insignia required by law. If illuminated, such signs shall be non-flashing and shall not in any manner constitute a traffic hazard.	
	One (1) non-illuminated credit card sign not exceeding two (2) square feet in area which may be placed on or near each gasoline pump.	

**I-1 & I-A INDUSTRIAL DISTRICTS – PERMITTED SIGNS**

**Ground signs**

Number	One (1) per lot or parcel
Size	No greater than fifty (50) square feet
Location	Minimum of five (5) feet from the front property line, fifteen (15) feet from all other lot lines
Height	No higher than six (6) feet

**Wall signs**

Number	One (1) per street frontage or on a wall facing a parking lot if that parking lot is located in a side or rear yard.
Size	No greater than ten percent (10%) of the wall area to which the sign is affixed
Location	On wall of building which was used to calculate the size of the sign

**Political signs**

Number	One (1) per issue or candidate
Size	No greater than sixteen (16) square feet
Location	Minimum of five (5) feet from the front property line, fifteen (15) feet from all others
Height	No higher than six (6) feet

**Real estate signs**

Number	One (1) per lot or parcel
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GRAND HAVEN CHARTER TOWNSHIP  
ZONING ORDINANCE

Size	No greater than sixteen (16) square feet
Location	Minimum of five (5) feet from the front property line, fifteen (15) feet from all others
Height	No higher than six (6) feet

(amend. by ord. no. 512 eff. August 7, 2012)

## **SECTION H101 General**

### **H101.1 General.**

A sign shall not be erected in a manner that would confuse or obstruct the view of or interfere with exit signs required by Chapter 10 or with official traffic signs, signals or devices. Signs and sign support structures, together with their supports, braces, guys and anchors, shall be kept in repair and in proper state of preservation. The display surfaces of signs shall be kept neatly painted or posted at all times.

### **H101.2 Signs exempt from permits.**

The following signs are exempt from the requirements to obtain a permit before erection:

1. Painted nonilluminated signs.
2. Temporary signs announcing the sale or rent of property.
3. Signs erected by transportation authorities.
4. Projecting signs not exceeding 2.5 square feet (0.23 m<sup>2</sup>).
5. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

## **SECTION H102 Definitions**

### **H102.1 General.**

The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of the International Building Code for general definitions.

#### **Combination Sign.**

A sign incorporating any combination of the features of pole, projecting and roof signs.

#### **Display Sign.**

The area made available by the sign structure for the purpose of displaying the advertising message.

#### **Electric Sign.**

A sign containing electrical wiring, but not including signs illuminated by an exterior light source.

#### **Ground Sign.**

A billboard or similar type of sign which is supported by one or more uprights, poles or braces in or upon the ground other than a combination sign or pole sign, as defined by this code.

#### **Pole Sign.**

A sign wholly supported by a sign structure in the ground.

**Portable Display Surface.**

A display surface temporarily fixed to a standardized advertising structure which is regularly moved from structure to structure at periodic intervals.

**Projecting Sign.**

A sign other than a wall sign, which projects from and is supported by a wall of a building or structure.

**Roof Sign.**

A sign erected upon or above a roof or parapet of a building or structure.

**Sign.**

Any letter, figure, character, mark, plane, point, marquee sign, design, poster, pictorial, picture, stroke, stripe, line, trademark, reading matter or illuminated service, which shall be constructed, placed, attached, painted, erected, fastened or manufactured in any manner whatsoever, so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, public performance, article, machine or merchandise, whatsoever, which is displayed in any manner outdoors. Every sign shall be classified and conform to the requirements of that classification as set forth in this chapter.

**Sign Structure.**

Any structure which supports or is capable of supporting a sign as defined in this code. A sign structure is permitted to be a single pole and is not required to be an integral part of the building.

**Wall Sign.**

Any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

**SECTION H103 Location**

**H103.1 Location restrictions.**

Signs shall not be erected, constructed or maintained so as to obstruct any fire escape or any window or door or opening used as a means of egress or so as to prevent free passage from one part of a roof to any other part thereof. A sign shall not be attached in any form, shape or manner to a fire escape, nor be placed in such manner as to interfere with any opening required for ventilation.

**SECTION H104 Identification**

**H104.1 Identification.**

Every outdoor advertising display sign hereafter erected, constructed or maintained, for which a permit is required shall be plainly marked with the name of the person, firm or corporation erecting

and maintaining such sign and shall have affixed on the front thereof the permit number issued for said sign or other method of identification approved by the building official.

## **SECTION H105 Design And Construction**

### **H105.1 General requirements.**

Signs shall be designed and constructed to comply with the provisions of this code for use of materials, loads and stresses.

### **H105.2 Permits, drawings and specifications.**

Where a permit is required, as provided in Chapter 1, construction documents shall be required. These documents shall show the dimensions, material and required details of construction, including loads, stresses and anchors.

### **H105.3 Wind load.**

Signs shall be designed and constructed to withstand wind pressure as provided for in Chapter 16.

### **H105.4 Seismic load.**

Signs designed to withstand wind pressures shall be considered capable of withstanding earthquake loads, except as provided for in Chapter 16.

### **H105.5 Working stresses.**

In outdoor advertising display signs, the allowable working stresses shall conform to the requirements of Chapter 16. The working stresses of wire rope and its fastenings shall not exceed 25 percent of the ultimate strength of the rope or fasteners.

#### Exceptions:

1. The allowable working stresses for steel and wood shall be in accordance with the provisions of Chapters 22 and 23.
2. The working strength of chains, cables, guys or steel rods shall not exceed one-fifth of the ultimate strength of such chains, cables, guys or steel.

### **H105.6 Attachment.**

Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied.

## **SECTION H106 Electrical**

### **H106.1 Illumination.**

A sign shall not be illuminated by other than electrical means, and electrical devices and wiring shall be installed in accordance with the requirements of NFPA 70. Any open spark or flame shall not be used for display purposes unless specifically approved.

**H106.1.1 Internally illuminated signs.**

Except as provided for in Sections 402.16 and 2611, where internally illuminated signs have facings of wood or approved plastic, the area of such facing section shall not be more than 120 square feet (11.16 m<sup>2</sup>) and the wiring for electric lighting shall be entirely enclosed in the sign cabinet with a clearance of not less than 2 inches (51 mm) from the facing material. The dimensional limitation of 120 square feet (11.16 m<sup>2</sup>) shall not apply to sign facing sections made from flame-resistant-coated fabric (ordinarily known as "flexible sign face plastic") that weighs less than 20 ounces per square yard (678 g/m<sup>2</sup>) and that, when tested in accordance with NFPA 701, meets the fire propagation performance requirements of both Test 1 and Test 2 or that when tested in accordance with an approved test method, exhibits an average burn time of 2 seconds or less and a burning extent of 5.9 inches (150 mm) or less for 10 specimens.

**H106.2 Electrical service.**

Signs that require electrical service shall comply with NFPA 70.

**SECTION H107 Combustible Materials**

**H107.1 Use of combustibles.**

Wood, approved plastic or plastic veneer panels as provided for in Chapter 26, or other materials of combustible characteristics similar to wood, used for moldings, cappings, nailing blocks, letters and laticing, shall comply with Section H109.1, and shall not be used for other ornamental features of signs, unless approved.

**H107.1.1 Plastic materials.**

Notwithstanding any other provisions of this code, plastic materials which burn at a rate no faster than 2.5 inches per minute (64 mm/s) when tested in accordance with ASTM D 635 shall be deemed approved plastics and can be used as the display surface material and for the letters, decorations and facings on signs and outdoor display structures.

**H107.1.2 Electric sign faces.**

Individual plastic facings of electric signs shall not exceed 200 square feet (18.6 m<sup>2</sup>) in area.

**H107.1.3 Area limitation.**

If the area of a display surface exceeds 200 square feet (18.6 m<sup>2</sup>), the area occupied or covered by approved plastics shall be limited to 200 square feet (18.6 m<sup>2</sup>) plus 50 percent of the difference between 200 square feet (18.6 m<sup>2</sup>) and the area of display surface. The area of plastic on a display surface shall not in any case exceed 1,100 square feet (102 m<sup>2</sup>).

**H107.1.4 Plastic appurtenances.**

Letters and decorations mounted on an approved plastic facing or display surface can be made of approved plastics.

**SECTION H108 Animated Devices**

**H108.1 Fail-safe device.**

Signs that contain moving sections or ornaments shall have fail-safe provisions to prevent the section or ornament from releasing and falling or shifting its center of gravity more than 15 inches (381 mm). The fail-safe device shall be in addition to the mechanism and the mechanism's housing which operate the movable section or ornament. The fail-safe device shall be capable of supporting the full dead weight of the section or ornament when the moving mechanism releases.

**SECTION H109 Ground Signs**

**H109.1 Height restrictions.**

The structural frame of ground signs shall not be erected of combustible materials to a height of more than 35 feet (10668 mm) above the ground. Ground signs constructed entirely of noncombustible material shall not be erected to a height of greater than 100 feet (30 480 mm) above the ground. Greater heights are permitted where approved and located so as not to create a hazard or danger to the public.

**H109.2 Required clearance.**

The bottom coping of every ground sign shall be not less than 3 feet (914 mm) above the ground or street level, which space can be filled with platform decorative trim or light wooden construction.

**H109.3 Wood anchors and supports.**

Where wood anchors or supports are embedded in the soil, the wood shall be pressure treated with an approved preservative.

**SECTION H110 Roof Signs**

**H110.1 General.**

Roof signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Section H106.1.1 and H107.1. Provisions shall be made for electric grounding of metallic parts. Where combustible materials are permitted in letters or other ornamental features, wiring and tubing shall be kept free and insulated therefrom. Roof signs shall be so constructed as to leave a clear space of not less than 6 feet (1829 mm) between the roof level and the lowest part of the sign and shall have at least 5 feet (1524 mm) clearance between the vertical supports thereof. No portion of any roof sign structure shall project beyond an exterior wall.



Exception: Signs on flat roofs with every part of the roof accessible.

**H110.2 Bearing plates.**

The bearing plates of roof signs shall distribute the load directly to or upon masonry walls, steel roof girders, columns or beams. The building shall be designed to avoid overstress of these members.

**H110.3 Height of solid signs.**

A roof sign having a solid surface shall not exceed, at any point, a height of 24 feet (7315 mm) measured from the roof surface.

**H110.4 Height of open signs.**

Open roof signs in which the uniform open area is not less than 40 percent of total gross area shall not exceed a height of 75 feet (22 860 mm) on buildings of Type 1 or Type 2 construction. On buildings of other construction types, the height shall not exceed 40 feet (12 192 mm). Such signs shall be thoroughly secured to the building upon which they are installed, erected or constructed by iron, metal anchors, bolts, supports, chains, stranded cables, steel rods or braces and they shall be maintained in good condition.

**H110.5 Height of closed signs.**

A closed roof sign shall not be erected to a height greater than 50 feet (15 240 mm) above the roof of buildings of Type 1 or Type 2 construction, nor more than 35 feet (10 668 mm) above the roof of buildings of Type 3, 4 or 5 construction.

**SECTION H111 Wall Signs**

**H111.1 Materials.**

Wall signs which have an area exceeding 40 square feet (3.72 m<sup>2</sup>) shall be constructed of metal or other approved noncombustible material, except for nailing rails and as provided for in Section H106.1.1 and H107.1.

**H111.2 Exterior wall mounting details.**

Wall signs attached to exterior walls of solid masonry, concrete or stone shall be safely and securely attached by means of metal anchors, bolts or expansion screws of not less than 3/8 inch (9.5 mm) diameter and shall be embedded at least 5 inches (127 mm). Wood blocks shall not be used for anchorage, except in the case of wall signs attached to buildings with walls of wood. A wall sign shall not be supported by anchorages secured to an unbraced parapet wall.

**H111.3 Extension.**

Wall signs shall not extend above the top of the wall, nor beyond the ends of the wall to which the signs are attached unless such signs conform to the requirements for roof signs, projecting signs or ground signs.

## **SECTION H112 Projecting Signs**

### **H112.1 General.**

Projecting signs shall be constructed entirely of metal or other noncombustible material and securely attached to a building or structure by metal supports such as bolts, anchors, supports, chains, guys or steel rods. Staples or nails shall not be used to secure any projecting sign to any building or structure. The dead load of projecting signs not parallel to the building or structure and the load due to wind pressure shall be supported with chains, guys or steel rods having net cross-sectional dimension of not less than 3/8 inch (9.5 mm) diameter. Such supports shall be erected or maintained at an angle of at least 45 percent (0.78 rad) with the horizontal to resist the dead load and at angle of 45 percent (0.78 rad) or more with the face of the sign to resist the specified wind pressure. If such projecting sign exceeds 30 square feet (2.8 m<sup>2</sup>) in one facial area, there shall be provided at least two such supports on each side not more than 8 feet (2438 mm) apart to resist the wind pressure.

### **H112.2 Attachment of supports.**

Supports shall be secured to a bolt or expansion screw that will develop the strength of the supporting chains, guys or steel rods, with a minimum 5/8-inch (15.9 mm) bolt or lag screw, by an expansion shield. Turn buckles shall be placed in chains, guys or steel rods supporting projecting signs.

### **H112.3 Wall mounting details.**

Chains, cables, guys or steel rods used to support the live or dead load of projecting signs are permitted to be fastened to solid masonry walls with expansion bolts or by machine screws in iron supports, but such supports shall not be attached to an unbraced parapet wall. Where the supports must be fastened to walls made of wood, the supporting anchor bolts must go through the wall and be plated or fastened on the inside in a secure manner.

### **H112.4 Height limitation.**

A projecting sign shall not be erected on the wall of any building so as to project above the roof or cornice wall or above the roof level where there is no cornice wall; except that a sign erected at a right angle to the building, the horizontal width of which sign is perpendicular to such a wall and does not exceed 18 inches (457 mm), is permitted to be erected to a height not exceeding 2 feet (610 mm) above the roof or cornice wall or above the roof level where there is no cornice wall. A sign attached to a corner of a building and parallel to the vertical line of such corner shall be deemed to be erected at a right angle to the building wall.

### **H112.5 Additional loads.**

Projecting sign structures which will be used to support an individual on a ladder or other servicing device, whether or not specifically designed for the servicing device, shall be capable of supporting the anticipated additional load, but not less than a 100-pound (445 N) concentrated horizontal load and a 300-pound (1334 N) concentrated vertical load applied at the point of assumed or most

eccentric loading. The building component to which the projecting sign is attached shall also be designed to support the additional loads.

**SECTION H113 Marquee Signs**

**H113.1 Materials.**

Marquee signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Section H106.1.1 and H107.1.

**H113.2 Attachment.**

Marquee signs shall be attached to approved marquees that are constructed in accordance with Section 3106.

**H113.3 Dimensions.**

Marquee signs, whether on the front or side, shall not project beyond the perimeter of the marquee.

**H113.4 Height limitation.**

Marquee signs shall not extend more than 6 feet (1829 mm) above, nor 1 foot (305 mm) below such marquee, but under no circumstances shall the sign or signs have a vertical dimension greater than 8 feet (2438 mm).

**SECTION H114 Portable Signs**

**H114.1 General.**

Portable signs shall conform to requirements for ground, roof, projecting, flat and temporary signs where such signs are used in a similar capacity. The requirements of this section shall not be construed to require portable signs to have connections to surfaces, tie-downs or foundations where provisions are made by temporary means or configuration of the structure to provide stability for the expected duration of the installation.

**TABLE 4-A SIZE, THICKNESS AND TYPE OF GLASS PANELS IN SIGNS**

MAXIMUM SIZE OF EXPOSED PANEL		MINIMUM THICKNESS OF GLASS (inches)	TYPE OF GLASS
Any dimension (inches)	Area (square inches)		

**2012 MICHIGAN BUILDING CODE REQUIREMENTS FOR SIGNS**

30	500	1/8	Plain, plate or wired
45	700	3/16	Plain, plate or wired
144	3,600	1/4	Plain, plate or wired
>144	>3,600	1/4	Wired glass

For SI: 1 inch = 25.4 mm, 1 square inch = 645.16 mm<sup>2</sup>.

**TABLE 4-B THICKNESS OF PROJECTION SIGN**

<b>PROJECTION (feet)</b>	<b>MAXIMUM THICKNESS (feet)</b>
5	2
4	2.5
3	3
2	3.5
1	4

For SI: 1 foot = 304.8 mm.

**SECTION H115 Referenced Standards**

ASTM D 635-03	Test Method for Rate of Burning and/or Extent and Time of Burning of Self-Supporting Plastics in a Horizontal Position	H107.1.1
NFPA 70-08	National Electrical Code	H106.1, H106.2
NFPA 701-99	Methods of Fire Test for Flame Propagation of Textiles and Films	H106.1.1