



**CITY OF MT. PLEASANT
DOWNTOWN (CBD) SIGN PERMIT
Department of Building Safety
320 W. Broadway
(989) 779-5301**

FOR OFFICE USE ONLY	
Date:	_____
Fee:	_____
Zone:	CBD _____
Permit No:	_____
Approved:	_____
Denied:	_____

ESTIMATED COST OF SIGN \$ _____

SIGN REQUEST:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Portable
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PROJECT INFORMATION

Address:	Zoning District:	Date:
Business Advertised:	New Business: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Store frontage (width):	Suite width (if applicable):	

BUSINESS OWNER/AGENT

Name:	Phone:	Mobile:
Address:	City:	State/Zip:
E-mail address:	Fax Number:	

PROPERTY OWNER

Name:	Phone:
Address:	

CONTRACTOR / APPLICANT

Name:	Phone:	Mobile:
Address:	City:	State/Zip:
E-mail address:	Fax Number:	
Insurance Carrier:	Expiration Date:	

PORTABLE SIGNS: *Temporary freestanding sign not permanently anchored or secured to either a building or the ground or a banner approved by the Building Official and attached flush to the building. No more than one portable sign per business may be displayed at any one time. The total square footage of a portable sign may not exceed 32 square feet per business except in the CBD-TIFA where the maximum portable sign area shall be 8 square feet per business.*

- A** The maximum area of a portable sign shall be 10 square feet per side of sign with the maximum height being 4 feet.
- B** Only one portable sign per building occupant shall be permitted. Such sign shall be located directly in front of the space occupied by the sign permit holder.
- C** Portable signs shall not be placed so as to cause the width of the sidewalk to be reduced below 5 feet in width, nor shall they be erected or maintained in a manner that prevents free ingress or egress from any door, window, or fire escape.
- D** Portable sign permits shall expire annually on December 31.
- E** If the portable sign is to be located within the right-of-way, the applicant shall sign a disclaimer that indemnifies the city of any liability for use of said public rights-of-way.
- F** Changeable copy is permitted on portable signs.
- G** Permit holder is responsible for attaching a copy of the approved permit or permit number to the portable sign. Portable signs without permits shall be disposed of at owner's expense.
- H** Portable signs shall not be illuminated or contain moving parts.
- I** Portable signs may only be displayed between 9 a.m. and 11 p.m. and shall be removed from public rights-of-way in the event of snow accumulation until such time that accumulation is removed.
- J** No paper or cardboard signs or letters are permitted. Chalk boards are permitted, provided they meet the other requirements of this section.
- K** Portable signs placed in violation of this section will result in immediate removal of the sign.
- L** Portable signs placed in the public right-of-way may be removed by the city for municipal purposes.

Portable Sign will be displayed:	days, from	until
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PERMANENT SIGNS: <i>New Monument or Ground Signs shall provide engineered plans/details for review with application.</i>			
SIGN TYPE	<input type="checkbox"/> Awning/Canopy <input type="checkbox"/> Under Awning <input type="checkbox"/> Other	<input type="checkbox"/> Changeable Copy <input type="checkbox"/> Post and Arm <i>(Explain)</i>	<input type="checkbox"/> Ground <input type="checkbox"/> Projecting
		<input type="checkbox"/> Menu <input type="checkbox"/> Street	<input type="checkbox"/> Multi-Tenant
MONUMENT SIGN	Cabinet Width: Overall Height:	Cabinet Height: Ground Clearance: <i>(Min 8' for Pylon)</i>	Sign Area: ft ²
CONSTRUCTION MATERIALS:	<input type="checkbox"/> Metal	<input type="checkbox"/> Wood	<input type="checkbox"/> Other
FOUNDATION:	<i>(Monument Sign must be designed for a 90mph wind load and applicable soil loads)</i>		
WALL SIGN/S	Sign Width: Sign Width: Sign Width:	Sign Height: Sign Height: Sign Height:	Sign Area: ft ² Sign Area: ft ² Sign Area: ft ²
PROJECTING SIGN/S	Minimum clearance above sidewalk: <ul style="list-style-type: none"> • 8 feet • 9 feet • 10 feet • 11 feet • 12 feet 	Maximum width from building façade: <ul style="list-style-type: none"> • 3 feet • 4 feet • 5 feet • 6 feet • 7 feet 	In no case shall a projecting sign: <ul style="list-style-type: none"> • Have a width that is more than 2/3 the width of the sidewalk below. • Have an area greater than 20 square feet. • Be mounted less than 20 feet from another projecting sign. • Be mounted less than 8 feet above the sidewalk below. • Be mounted higher than the cornice on a single-story building or the sills of the second-story windows on a multi-story building.
PROJECTING SIGN/S	Projecting signs are permitted on the front or side wall of any building where that wall is no more than 5 feet from the right-of-way line. Permitted sign width shall be in proportion to the clearance above the sidewalk.		
ATTACHMENT:	Fasteners:	Size:	Spacing:
TOTAL AREA OF ALL SIGNS:	ft ² <i>(Includes area for all new and existing Monument, Ground and Wall Signs)</i>		
ILLUMINATION:	<input type="checkbox"/> Directional Lighting <input type="checkbox"/> N/A	<i>Signs may not be provided with intermittent or flashing lights. Prohibited signs include:</i> <ul style="list-style-type: none"> • Internally illuminated signage • Changeable copy • Backlit awning • Neon cabinet or canister • Digital (i.e. LCD, LED, projection, etc.) • Animated or flashing 	
<i>All electrical work shall be under a separate permit and approved by the Isabella County Electrical Dept. 989-772-0911</i>			

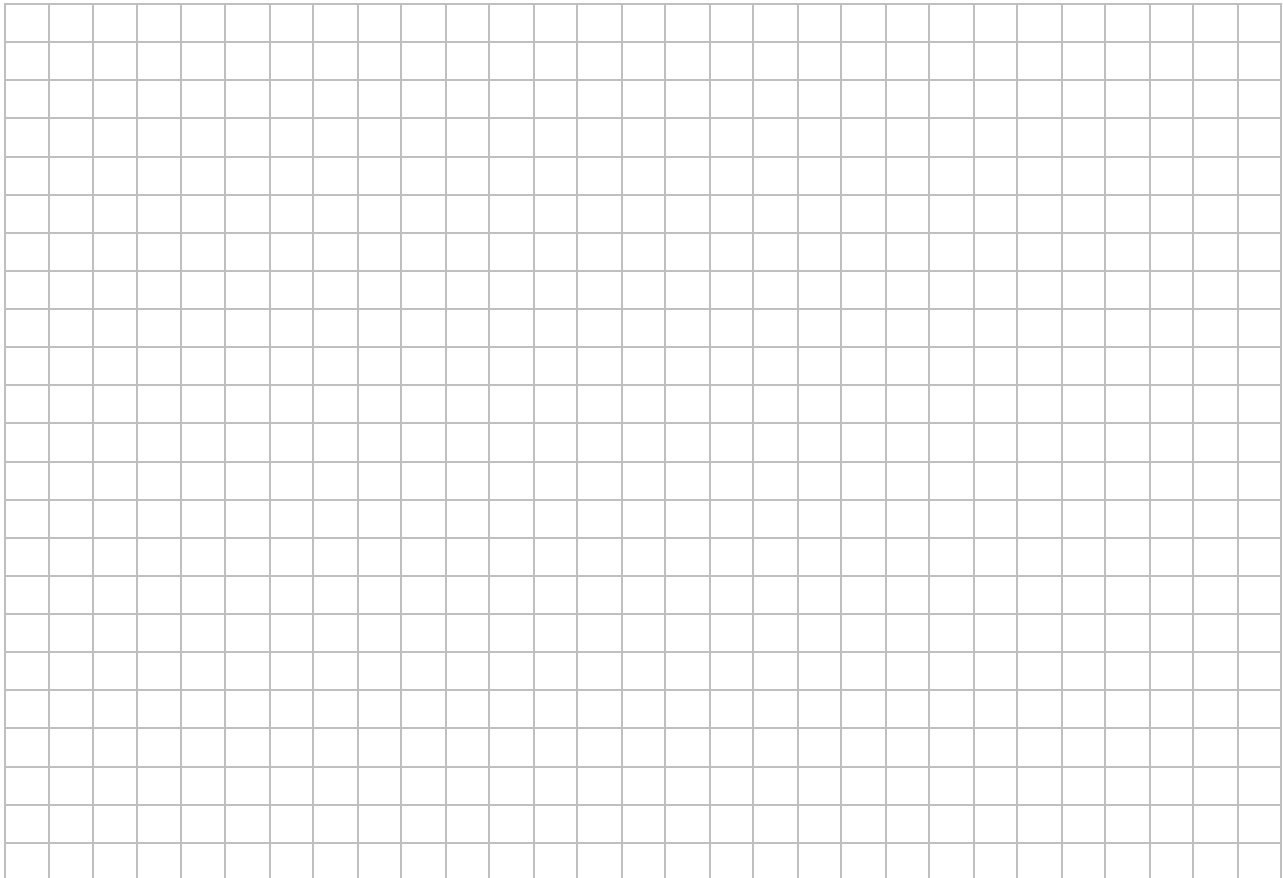
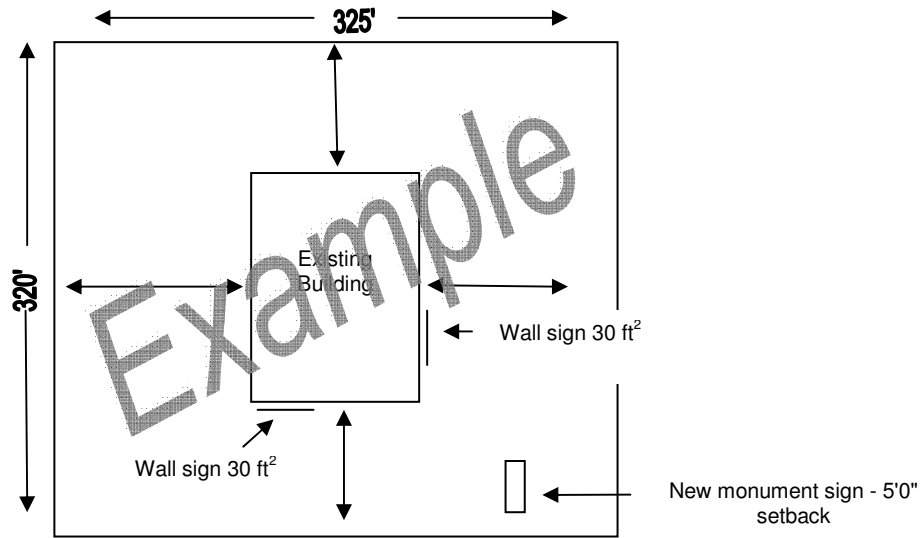
SITE PLAN: Refer to page 3 of permit or attach separate site plan.
A site plan shall be submitted, which identifies the location of all signs on the property to determine compliance with the City Zoning Ordinance.

I have read this application and hereby certify it to be correct, and I agree to comply with all laws and ordinances governing the proposed work, to secure all necessary permits, to pay any fees and assessments that pertain, and that if I am not the owner of record, the proposed work has been authorized by such owner and I have been authorized as his/her Agent for the proposed work.

Signature of Owner/Agent _____
Date

SITE PLAN - NEW SIGNS

- | | | |
|------------------------------------|---|------------------------------------|
| a. Provide the property dimensions | b. Indicate all signs on property | c. Draw location of proposed signs |
| d. Provide the building dimensions | e. Indicate distance to property lines for monument or ground signs | |



CBD District:

- (A) Signage for properties in the C-2 District shall be regulated in accordance with Section 154.151.
- (B) The total area of all signs (excluding portable signs and projecting signs) shall not exceed 40 square feet per establishment. Where frontage is on more than one street, not more than 40 square feet may be displayed facing any one street, with a maximum total of 60 square feet for all signs for the establishment.

For other restrictions and for other Zoning Districts, contact the office of Building Safety at 989-779-5301 prior to making an application for any new signage.

Central Business District Map

