



Temporary Sign Permit Application

Please contact the Village Manager
with any questions at (616) 887-8251
Visit our website at www.spartami.org



1. APPLICANT

Name: _____
Applicant's Business Name: _____
Applicant's Business Address: _____
Address of Temporary Sign: _____
Phone Number(s): _____ E-mail: _____

2. PROPERTY OWNER/LANDLORD

☐ Same as Applicant Information (skip to #3)

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

3. TEMPORARY SIGN INFORMATION

Property is: ☐ Residential ☐ Commercial ☐ Industrial Property Zoned: _____

Proposed Sign(s):	Banner, flag, feather and flutter flags, pennants, festoons and streamers	Portable Signs (On mobile chassis)	Sidewalk or A-frame
Number of Signs:			
Number Allowed:	(MAX 1)	(MAX 1)	(MAX 1)
	*(Maximum of two temporary signs per parcel, at one time)		
Days temp. sign can be display:	10 days per month, up to 120 days per year	30 consecutive days	Daily during operating hours

Start Date: _____ End Date: _____ Total Square Footage: _____
(Provide sketch of sign on next page)

4. TEMPORARY SIGN SUBMITTAL REQUIREMENTS

- ☐ One copy of the elevations or a sketch of the proposed signage must be attached to this application for consideration
- ☐ One copy of a site sketch plan showing signage location by indicating linear distance in feet from existing building, property lines, and other structures on the property must be submitted. For your convenience, graph lines have been provided on the application, or the plot can be attached to the application.
- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
 - Additionally, I hereby grant permission for the Village of Sparta Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
 - Furthermore, I hereby acknowledge that in review of this application, the Village of Sparta may require the services of the Village Planner, Village Engineer, and/or the Village Attorney to ensure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the Village of Sparta. I, as the applicant, acknowledge that any costs incurred by the Village of Sparta as they relate to the review of this application by any of the Village's consultants listed above are my responsibility to reimburse and agree to repay the Village of Sparta for any and all costs incurred to it in the review of this application.

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Fee: \$20.00

☐ I have read and understand the rules and regulations for a temporary sign permit (see next page)

Signature: _____ Date: _____
Digital Signatures Accepted

TO BE COMPLETED BY VILLAGE

Date application and fee received: _____ Staff Initials: _____ Receipt #: _____

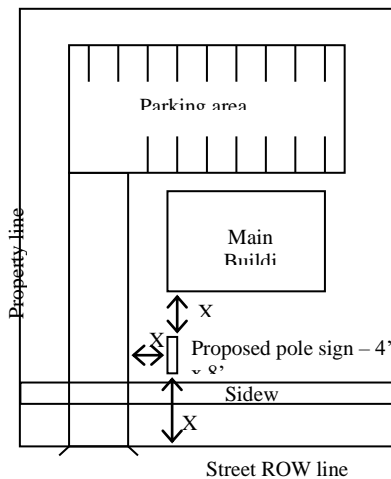
Application is: ☐ APPROVED ☐ DENIED

Explanation: _____

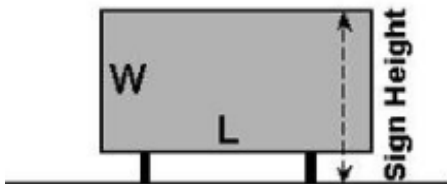
Zoning Administrator: _____ Date: _____

Plot Plan

(Remember to show streets, all structures, easements, driveways, existing signage & property lines)



Sign Sketch Area



(Example)

Banner, flag, feather, etc. use only

Please mark no more than 10 days in one month, not to exceed 120 days per year.

2022

January						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Temporary Sign Regulations

*Please contact Village Manager, Shay P. Gallagher
with any questions at (616) 887-8251
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Sec. 82-504. - Signs permitted in any zoning district.

a. Temporary signs subject to the following:

1. A temporary sign may be installed concurrent with the event to which the sign relates, and shall be removed upon the conclusion of the event. The zoning administrator shall have the discretion to determine the beginning and the conclusion of the event.
2. The zoning administrator shall have the discretion to determine when a temporary sign is a permanent sign, subject to the regulations for permanent signs in each zoning district.
3. Signs held by a person, and the person holding the sign, shall be located outside the public or private road right-of-way, and shall not hamper the visibility of a driver on or off the parcel.
4. Temporary banner, flag, feather and flutter flags not to exceed one such sign per parcel are allowed in the R-4 single-, two-family, and multiple family districts, O-office district, GC-general commercial, CBD-central business district, LI-light industrial district, and in mixed use, commercial, and industrial-PUD zoning districts, subject to the following:
 - a. Each banner, flag, feather or flutter flag sign shall not exceed 20 square feet in size and eight feet in height. The sign may be displayed in conjunction with other temporary and permanent signs as allowed within each zoning district. A permit shall be required for the display of a temporary banner, flag, feather or flutter flag.
 - b. A temporary banner, flag, feather or flutter flag sign shall be displayed for a maximum of ten days per calendar month for a maximum of 120 days in a calendar year. An application provided by the village and signed by the applicant shall list the specific days, or the span of consecutive days, during which the sign will be displayed, and also the date or dates on which the sign shall be removed during the calendar year. An application shall be effective within one calendar year only, regardless of when the first application for sign display is approved.
 - c. If a banner, flag, feather or flutter flag sign is displayed on days outside of the approved permit the zoning administrator shall reduce the number of days the sign is permitted to be displayed during the next requested period of display by the same number of days by which the sign exceeded the number of days listed on the approved application. Example: If a sign is displayed three days longer than the number of days listed on the approved application the zoning administrator shall reduce the next requested period of display by three days. The zoning administrator shall provide notice of such reduction in writing to the holder of the temporary sign permit.
 - d. All temporary banner, flag, feather or flutter flag signs shall be properly maintained but shall be removed if they become torn, faded, unreadable, or otherwise unsightly at the discretion of the zoning administrator.
5. Portable temporary signs supported on mobile chassis other than motor vehicles.

- a. One portable sign without illumination not larger than 32 square feet in size, upon obtaining a permit, is permitted on a parcel within the O-office district, GC-general commercial, CBD-central business district, LI-light industrial district, and in mixed use, commercial, and industrial-PUD zoning districts, provided that, the sign is located on the parcel that it serves for not more than 30 consecutive days and not more than four times in any calendar year.
 - b. The setbacks required for portable signs supported on mobile chassis other than motor vehicles shall be as required for temporary signs as required by section 82-506.
 - c. A permit shall be required for the display of a portable sign supported on mobile chassis other than motor vehicles.
6. Pennants, festoons and streamers are allowed in the R-4 single-, two-family, and multiple family districts, O-office district, GC-general commercial, CBD-central business district, LI-light industrial district, and in mixed use, commercial, and industrial-PUD zoning districts provided they are properly maintained but shall be removed if they become torn, faded, unreadable, or otherwise unsightly at the discretion of the zoning administrator. They may be displayed in conjunction with other temporary and permanent signs. A permit shall be required for the display of these items.
7. A sidewalk or A-frame sign is permitted only on property zoned GC-general commercial and the CBD-central business district, subject to the following:
 - a. The sign shall not obstruct sidewalks, driveways, rights-of-way, or site visibility areas. The sign may be placed in the right-of-way of streets in the CBD-central business district at the discretion of the zoning administrator.
 - b. One sign is permitted for each public entrance to an establishment, not to exceed the number or temporary signs permitted by this chapter.
 - c. Signs shall be placed directly in front of the business using the sign, and no closer than one foot and no further than three feet from the street curb. A minimum of five feet of sidewalk width shall remain to permit the free flow of pedestrian traffic.
 - d. The sign shall be a maximum of four feet in height, and shall be no wider than two feet between each sign face. The sign shall be a maximum of eight square feet per side.
 - e. Operation of the temporary sign is limited to normal hours of operation for the use.
8. Only two temporary signs shall be permitted on a lot or parcel or as otherwise permitted by this chapter.
9. No temporary sign shall be closer than five feet from the right-of-way of any public or private street, except for sidewalk or A-frame signs as regulated by section 82-504(a)(7) and temporary signs as regulated by section 82-506.
10. All temporary signs requiring a sign permit shall be designed and constructed to withstand a wind pressure of not less than 30 pounds per square foot of area.

Village of Sparta

156 E. Division

Sparta, MI 49345

Phone (616) 887 8251

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