

Date Received by Township

FILE NO.

Portable Sign Permit

A Portable Sign Permit must be obtained from the Zoning Administrator and comply with all requirements of Section 17.8 of the Gaines Charter Township Zoning Ordinance. Each lot may use a Portable Sign for no more than 42 days out of a calendar year. For lots with multi-tenant buildings, each business shall be allowed the use of a Portable Sign for no more than 42 days out of a calendar year. Each Portable Sign Permit shall be for 7 days, with a minimum of 14 days between permits. There is a \$50.00 fee for each Portable Sign Permit.

Address Where Sign Will Be Located (including Suite # if applicable)	
Parcel # (If not known, leave blank)	41-22-
Date Sign Will Be Placed On Property	

Applicant Name	
Applicant Address	
Telephone or Email	

"I" hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable Township ordinances. I also grant Township staff permission to enter onto the subject property in review of this application

Applicant Signature	
Property Owner Name (if different)	

Township Use Only	
Approved	
Approved, with Conditions	
Denied	
Last Day Portable Sign Can Be Utilized	

Zoning Administrator Signature	
Date	
Reason For Denial (if applicable)	



Gaines Charter Township
 8555 Kalamazoo Avenue SE
 Phone (616)698-6640
 Fax (616)698-2490



Planning & Zoning Department

PORTABLE FREESTANDING SIGNS

A complete list of all requirements for portable freestanding signs can be found in Section 17.8 of the *Gaines Charter Township Zoning Ordinance*. Copies of Section 17.8 and the Portable Freestanding Sign Permit Application are available at the Township Offices and online at www.gainestownship.org.

Please note the following requirements when completing your Portable Freestanding Sign Application:

- **ALL** portable freestanding signs require a permit, regardless of the advertised use or zoning.
- Portable freestanding signs may not obstruct sidewalks or motorist views.
- Portable freestanding signs may only be comprised of **two (2) colors**, this includes the background color and lettering color.
- Portable freestanding signs must be a **minimum of 20 feet** from the edge of the nearest road or right-of-way line.
- Portable freestanding signs may be a **maximum of 300 feet** from the advertised service, sale, or event.
- Violation of this ordinance may result in the following:
 - Civil Infraction Citation
 - Ineligibility for a Portable Freestanding Sign Permit within the following 12 months

The Planning and Zoning Department can be contacted with any further questions at the Township Offices Monday through Friday during regular business hours, by e-mail at megan.sharp@gainestownship.org, or by phone at (616) 698-6640.