



FILE NO.



Gaines Charter Township
8555 Kalamazoo Avenue SE
Caledonia MI 49316
Phone: 616 698-6640
Fax: 616 698-2490
www.gainestownship.org

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.		Parcel Number <i>(if unknown, leave blank)</i>	
Street Address (include suite number if applicable)		41-22-	
City, State, Zip		Date sign will be placed on property:	
Applicant Name			
Applicant Address			
Contact Info	Home/Office/Cell	E-Mail	
<i>"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.</i>			
Applicant Signature			
Property Owner Name (if different)			

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

Zoning Administrator	
Date	
Reason for Denial (if applicable)	



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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 may be contacted with further questions at the Township Offices Monday through Friday 8:30 a.m. – 5:00 p.m., at 616 698-6640 ext. 120.