



3City of Frankfort • 412 Main Street • P.O. Box 351 • Frankfort, Michigan 49635-0351
Phone: (231) 352-7117 • Fax: (231) 352-7100

Application for Sign Permit

APPLICANT: Name: _____
Address: _____
Telephone: _____ Facsimile: _____

OWNER: Name: _____
(if different Address: _____
from applicant) Telephone: _____ Facsimile: _____

DESCRIBE YOUR REQUEST (attach additional pages): _____

PROPERTY ADDRESS: _____
PARCEL TAX ID NUMBER: _____

LEGAL DESCRIPTION OF PROPERTY (attach additional pages): _____

PRESENT ZONING OF PROPERTY: _____
PRESENT USE OF PROPERTY: _____

APPLICANT REQUIREMENTS: (Please check all that apply)

1...Paid fee (as established by the City Council) to the City for the issuance of such permit. \$ _____

General Description:

- 2...The sign(s) meet(s) all general provisions and basic restrictions (see attached Sections 14.02 & 14.03).
- 3...The sign(s) meet(s) all district specific restrictions (see attached Sections 14.04 and/or 14.05).
- 4...The sign(s) does/do not fall under the categories as described in Section 14.06 of the attached page(s).
- 5...The sign(s) is/are subject to waiver by the Council as per Section 14.07 of the attached page(s).
- 6...The sign(s) is/are non-conforming as per Section 14.08 of the attached page(s).

Specific Description:

- | | | | |
|--|---|--|--|
| 7... a... <input type="checkbox"/> Erect | b... <input type="checkbox"/> Move | c... <input type="checkbox"/> Alter | d... <input type="checkbox"/> Repair |
| 8... a... <input type="checkbox"/> Permanent sign | b... <input type="checkbox"/> Temporary sign (number of days _____) | | |
| 9... a... <input type="checkbox"/> Free standing | b... <input type="checkbox"/> Projecting | c... <input type="checkbox"/> Wall | d... <input type="checkbox"/> Window |
| e... <input type="checkbox"/> Single face | f... <input type="checkbox"/> Double face | g... <input type="checkbox"/> Marquee | |
| 10...a... <input type="checkbox"/> Electric | b... <input type="checkbox"/> Non-electric | c... <input type="checkbox"/> Rotating | d... <input type="checkbox"/> Self-illuminated |
| e... <input type="checkbox"/> Externally illuminated | f... <input type="checkbox"/> Other _____ | | |
- 11...Materials a. Face: _____ b... Frame: _____ c... Support: _____
- 12...a... Total sign area permitted: _____ sq.ft. b... Total surface area of sign: _____ sq.ft.
c... Height of sign: _____ ft.

SIGNATURES:

I (we), the undersigned, certify that the information contained on this application and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the City of Frankfort for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative review which may occur after the City has taken action on my (our) request.

Applicant's Signature

Date

Owner's Signature

Date



Application for Sign Permit

(Excerpt from the City of Frankfort Zoning Ordinance)

8205.15 Signs and Signage Standards

1. Purpose

- a. To preserve or enhance community character by requiring new and replacement signage which is:
 - • Creative and distinctive
 - • Compatible with the surroundings
 - • Appropriate to the type activity to which it pertains
 - • Expressive to the identity of the individual proprietors or of the community as a whole and,
 - • Is appropriately sized in its content, so as to be easily readable,
- b. To discourage excessive visual competition on signage and ensure that signs aid orientation and adequately identify users and activities to the public,
- c. To promote the safety, comforts, and well-being of the users of streets, roads, and highways.

2. Legislative Findings Pertaining To Signs. The City of Frankfort has determined and hereby finds that the regulation of the location, size, placement and certain features of signs is necessary to enable the public to identify and locate the sources of goods, services, and facilities without difficulty, distraction, or confusion, to prevent wasteful consumption of natural resources, to prevent hazards to life and property, to assure and improve the attractiveness of the community, and to protect property values. It is further determined that signs which may lawfully be erected or maintained under the provisions of the Ordinance are consistent with customary usage, are an abuse thereof, and are an unwarranted invasion of the rights of legitimate business interests and of the public. It is further determined that the regulations contained herein will promote the proper and legitimate function of signs, which is to inform the mind rather than capture the senses.

3. Basic Restrictions In All Districts. The City reserves to itself sovereignty over all its public ways, streets, walks, and public places of any and all kind, and the power and right as it from time to time deems fit to prohibit, regulate or permit structures, including signs, in, on, or over the same or the use of any portion thereof, and this Ordinance shall in no way confer or establish rights or privileges contrary thereto; but in granting permission to erect signs in or over the public ways, the City will observe as a minimum the requirements of this Ordinance, hereby reserving to itself the right to impose stricter standards in any particular case. Subject to the foregoing;

- a. No sign shall be permitted which:
 1. Is illegal or not permitted under Federal or State law or City laws, rules, ordinances, or regulations,
 2. Is not securely affixed to a substantial structure, except for temporary or free standing signs as herein permitted,
 3. Attempts or appears to attempt to regulate, warn, or direct the movement of traffic, or which interferes with or resembles any official traffic signal or device on any public way,
 4. Is erected, drawn, painted, or maintained upon trees, rocks, or other natural features,
 5. Projects above the cornice or roof line of any building to which it is affixed,
 6. Projects over or into the right-of-way used by motor vehicles,
 7. Projects over or into any public sidewalk or portion of right-of-way not used by motor vehicles, unless there is at least eight (8) feet between the bottom on the sign and said sidewalk or right-of-way,
 8. Is affixed to a public utility pole or equipment, unless affixed by the utility company,
 9. Is made of paper, cardboard, canvas (but not awnings), or similar material including such devices as streamers, pennants, ribbons, spinners, which is located outside a structure.
 10. Has a flashing or intermittent light source, or which moves or contains any moving, periodic, intermittent, or flashing display or any kind,
 11. Exceeds fifty (50) square feet in area,

12. Exceeds eight (8) feet in height in residential districts, or ten (10) feet, as measured to the top of the sign, in height in any other district, or
13. Is a Off Premise Sign including those which are defunct or no longer located in the premises. Except Landmark Signs which may be preserved and maintained even if they no longer pertain to the present use of the premises,
14. Contains strings of lighted bulbs, except as part of a holiday celebration.
15. Cover architectural detail such as, but not limited to arches, sills, molding, cornices, and transom windows,
16. Is not permanently attached or mounted and has a translucent background on which removable letters can be mounted. Unless owned by the enterprise identified thereon such signs shall be removed within 90 days following the effective date hereof.
17. Is a freestanding sign less than 30' from the edge of the roadway as measured from the back of curb.

4. Residential District Restrictions. One of the following signs is allowed by right on any single lot in any residential district, provided the sign is at least 30 feet from the nearest street pavement:

- a. A non-illuminated sign not exceeding six (6) square feet in area, advertising the sale or lease of the lot on which it is located, or any building or portion of building thereon.
- b. A non-illuminated sign not exceeding four (4) square feet in area, identifying a home occupation attached flush with a building wall.
- c. A non-illuminated window sign advertising for a home occupation not exceeding 25% of the single window area. (See **8203.14 Home Occupation and Home-Based Businesses**)
- d. A non-illuminated message sign not exceeding four square feet in area.
- e. A non-illuminated sign not exceeding fifty (50) square feet in area, identifying a recorded subdivision, planned unit development, or apartment complex situated on the premises: such sign may be illuminated as long as it is at least thirty (30) feet from the nearest street pavement and any light source is shielded or muted to prevent glare.
- f. A temporary contractor sign not exceeding twelve (12) square feet in area, identifying the contractor(s) working on a site.

5. Mixed-Use, Main Street And Industrial-Entrepreneurial District; Basic Restrictions. Any three (3) of the following types of signs are allowed by right on any lot in any mixed-use, waterfront or Industrial-Entrepreneurial district, provided that any combination of the three does not exceed the maximum of fifty (50) square feet in area. These signs may be illuminated as long as any light source is shielded or muted to prevent glare and shall conform to any restrictions set forth in **8205.15 Signs and Signage Standards**:

- a. Any sign allowed by right in residential districts,
- b. A sign or combination of signs not exceeding thirty-two (32) square feet in area, attached flush with a building wall,
- c. A sign or combination of signs not exceeding twenty-four (24) square feet in area, attached perpendicular to a building wall,
- d. A single free standing sign not exceeding twelve (12) square feet in area only serving a single parcel shopping center or gas station. No accessory signs shall be attached to a free standing sign. This does not include portable trailer type signs with removable letters which are prohibited.
- e. A sign which is in any way permanently affixed or anchored to the ground (i.e. set in concrete, or difficult to remove without tools, preferably with landscaping elements) not exceeding twelve (12) square feet in area, or any such sign exceeding twelve (12) feet in area, if a land use permit is obtained for such sign.
- f. Window signs shall be permitted and shall not be included in total sign area computation if said signs do not occupy more than twenty-five (25) percent of the total window area of the floor level on which displayed.

6. Signs And Displays Not Subject To Regulations. This section does not apply to any sign or display which are:

- a. Completely enclosed within a building,

- b. Erected or maintained by the city or State for purposed of regulation or warning,
- c. For a political message directly associated with a campaign on a pending ballot issue or candidate during a period of the political campaign prior to the election, but not more than ten (10) days after the election, so long as the political message signage conforms to the size and placement standards within this ordinance,
- d. Decorations or murals on the exterior walls of a principal building which make no reference to the occupant or activity conducted within.
- e. Flags which represent nations, states, other governmental agencies, schools, not for profit organizations, United Nations and its organizations,
- f. For private garage and yards sales for advertising during the period thereof.

If there is a question whether it is subject to sign regulations or not the Appeals Board shall rule.

7. Waivers By The Council. The Council may waive any requirement of this section for special events such as parades, festivals, and sidewalk sales.

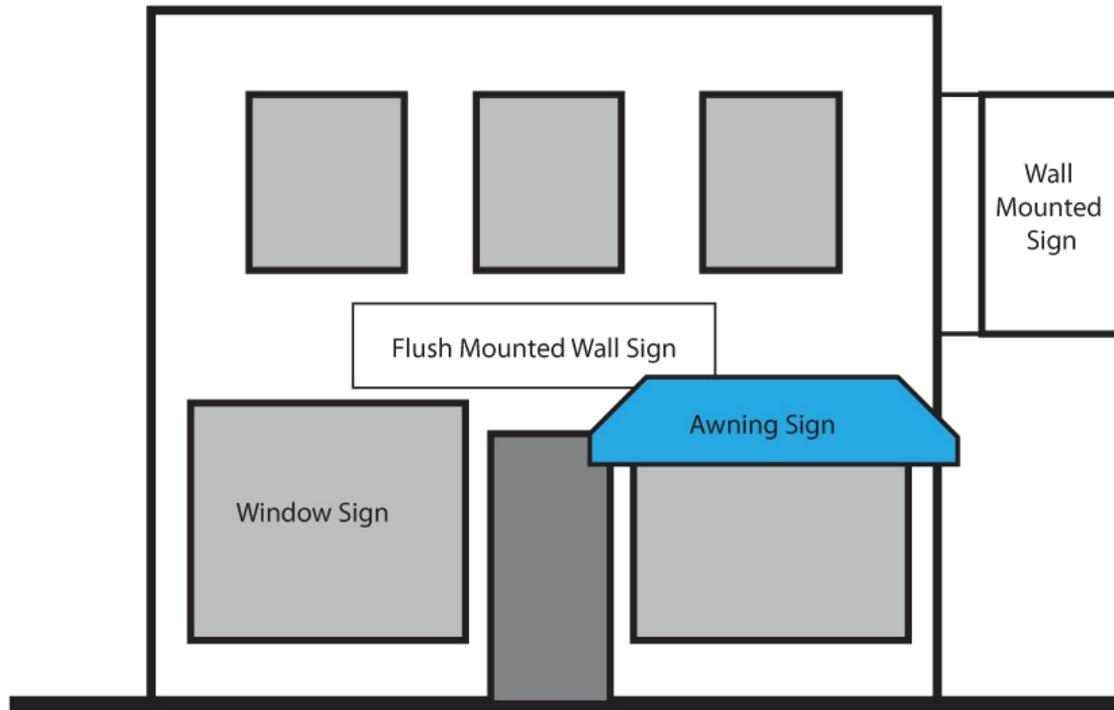
8. Non-Conforming Signs.

- a. Continuance: A non-conforming sign lawfully existing at the time of adoption or subsequent amendment of this ordinance may continue, although such sign does not conform to the provisions of this Ordinance.
- b. Maintenance: Any lawful existing sign cannot be enlarged, reworded (other than in the case of cinema or theater signs, or signs with automatically changing messages such as time and temperature signs), redesigned or altered in any way except to conform to the requirements of this Ordinance; and provided further that any such sign which has deteriorate to such an extent that the cost of restoration would exceed 35% of the replacement cost, shall not be repaired or rebuilt or altered except to conform to the requirements of this Ordinance.
- c. Replacement: Any sign replacing a non-conforming sign shall conform with the provisions of the Section, and the non-conforming sign no longer be displayed.

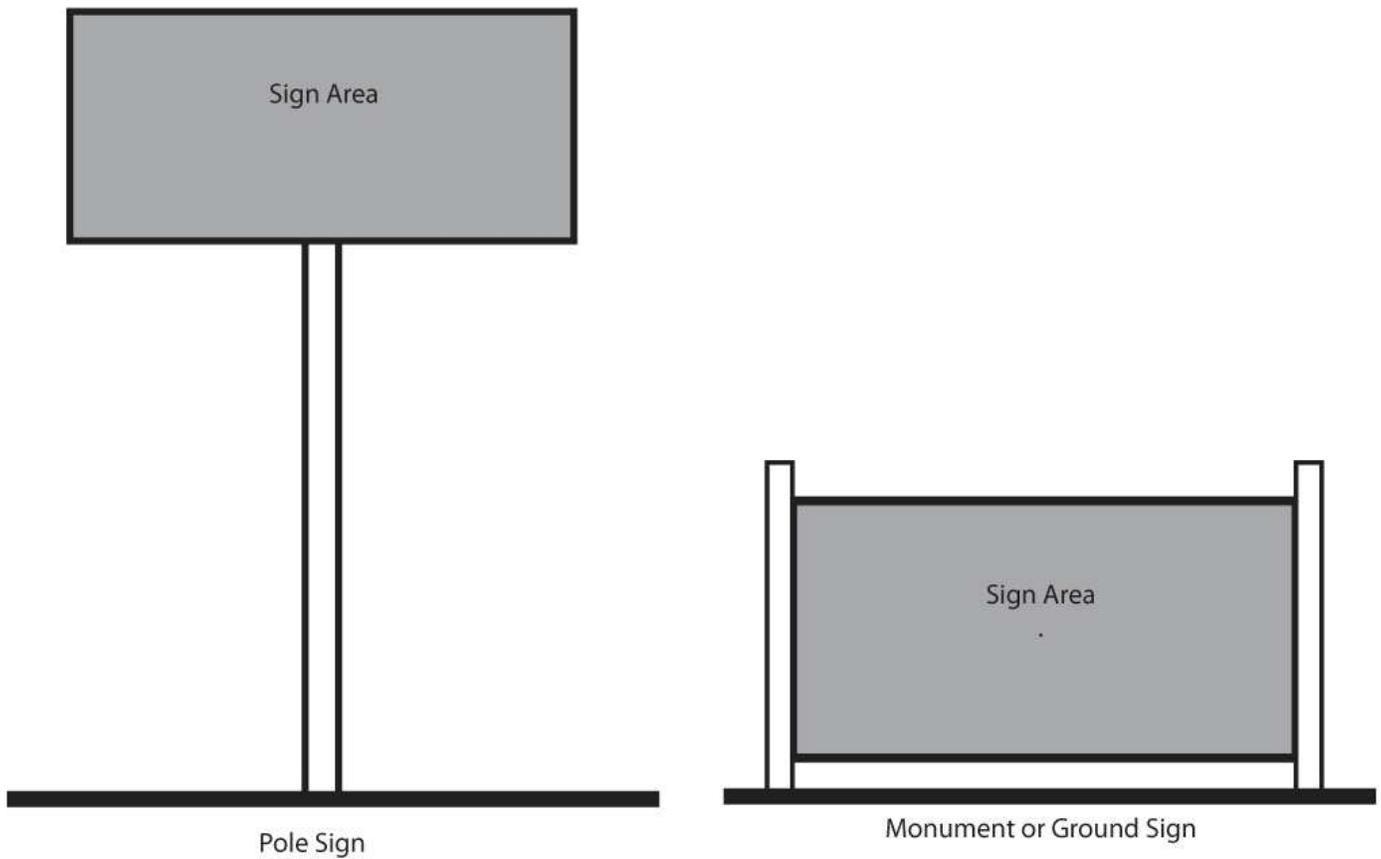
9. Enforcement.

- a. In accordance with **Section 8106: Administration and Enforcement** the Zoning Administrator is authorized to order the repair or removal of any sign and its supporting structure to order the repair or removal of any sign and its supporting structure which is judged dangerous, or in disrepair, or which is erected or maintained contrary to this Ordinance.
- b. Any sign which has been ordered removed by the person, firm, or corporation responsible for the sign shall be removed within thirty (30) days of written notice to remove.

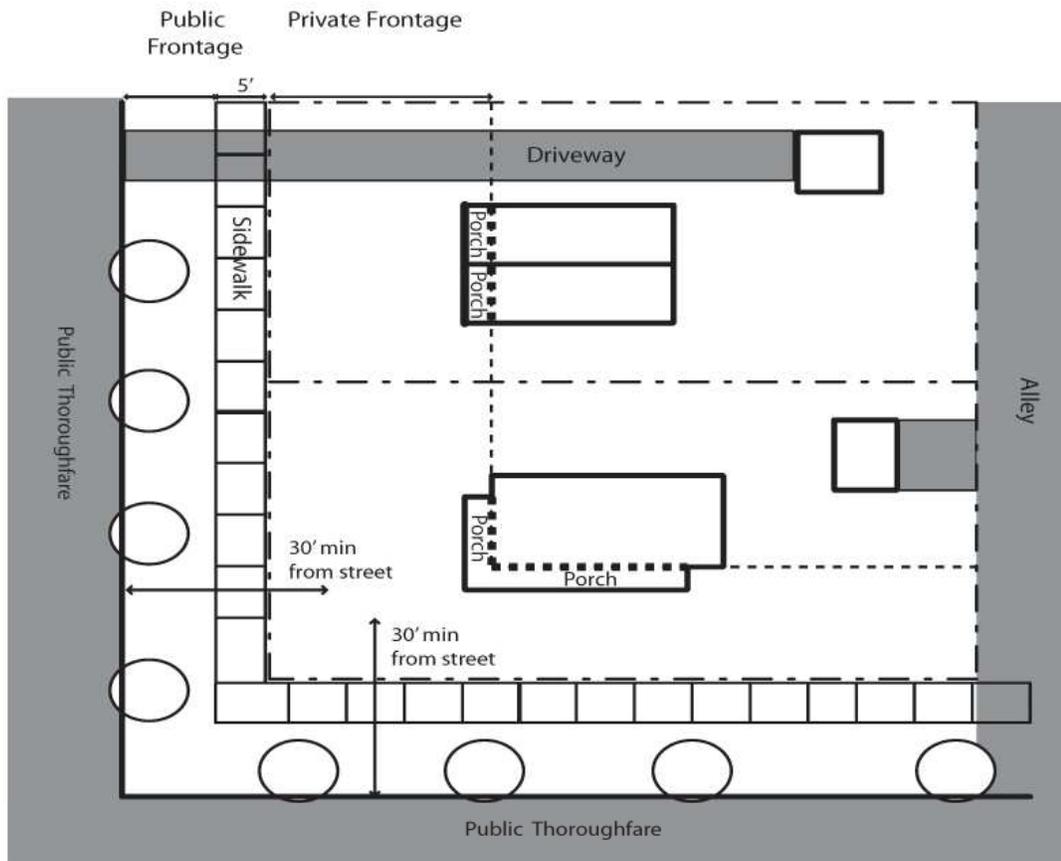
Building Signs



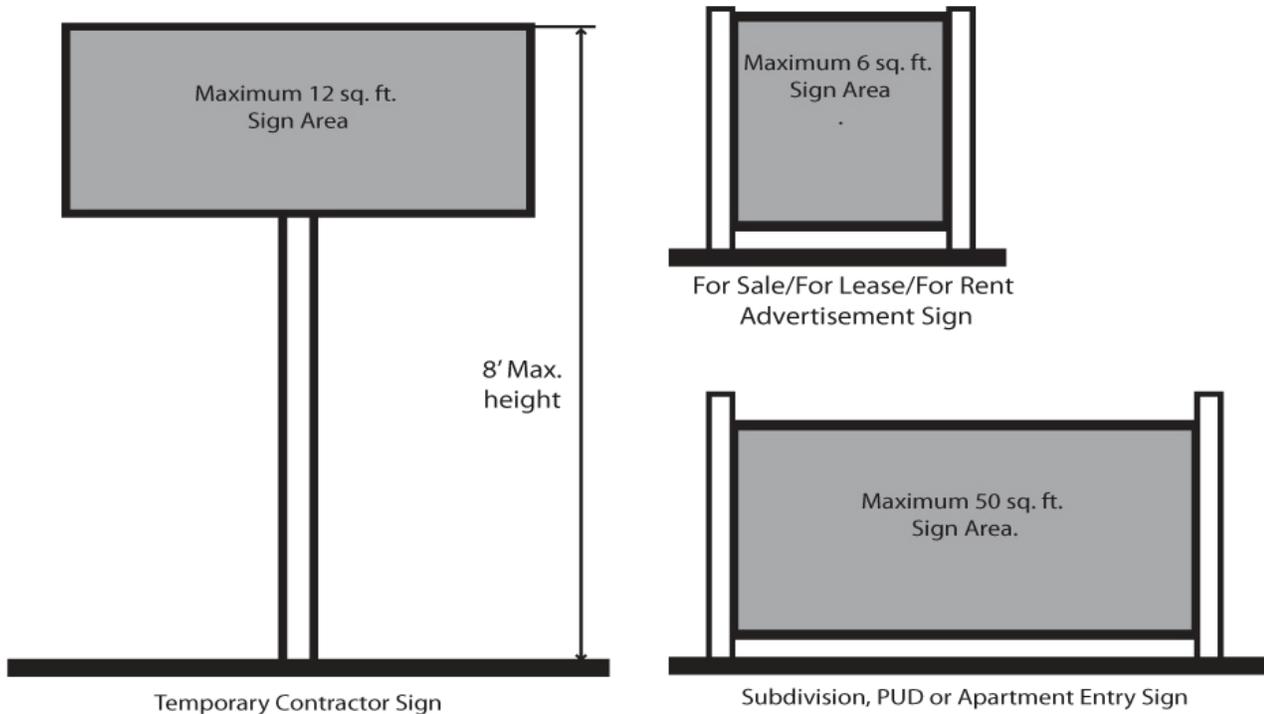
Freestanding Signs

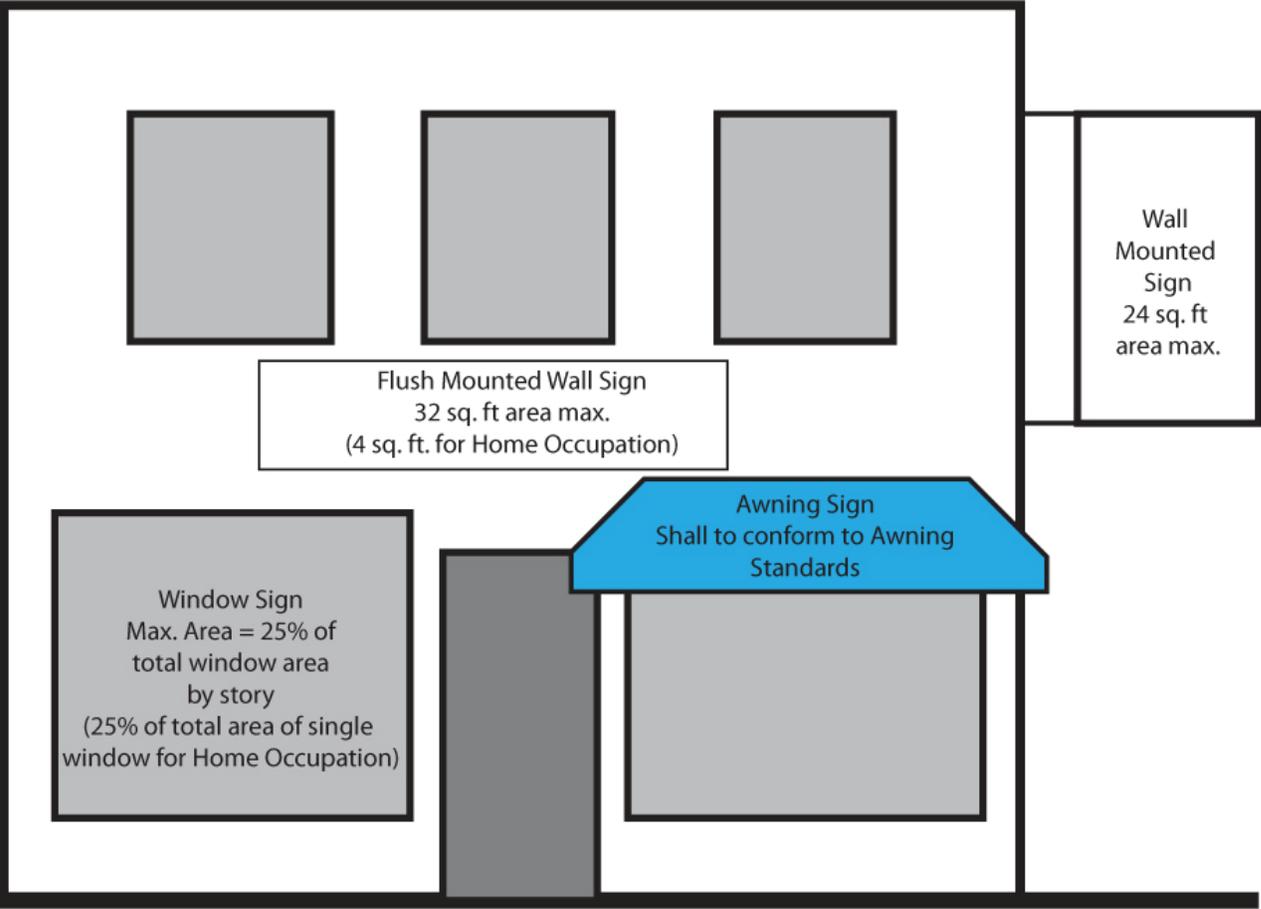


Sign Location



Freestanding Signs





Freestanding Signs

