



Sign Permit Application

**Fee of \$50.00 to be paid when permit is issued.
(Plus \$40.00 each per additional sign when allowed)**

Two sided Banner is considered to be additional sign, 2 sided Banners are \$90.00

Please use this application for the following:

- Temporary Signs Including: Off-Site Directional Signs, Off-Site Real Estate Signs, Temp. Business Signs, Temp. Event Signs,
- Movable Signs
- Banners Across Saginaw St. (Skip to Banner Section of Application)
- Window Signs (limited to 50% of the total window surface)

If you are applying for a Wall Sign, Ground Sign, Projecting Sign, Awning/Canopy, or Marquee Sign please fill out a Building Permit Application.

Name of Person/Company Constructing Sign: _____

Property Info:

Address/Location of Sign: _____

Owner(s) Name(s): _____

Owner's **Written** Permission to locate sign on property enclosed: YES NO NOT REQUIRED

Sign Type (See Above): _____ Number of Signs: _____

Timeframe of Sign(if applicable):

Beginning Date Desired: _____ Date To Be Removed: _____ (See Back for timeline Requirements)

Please attach a plan or drawing depicting the size, structure, material, construction and placement of the sign (in readable scale)

Special Conditions/Comments: _____

Applicant's Name: _____ Applicant's Phone #: _____

BANNER SECTION (FOR BANNERS ACROSS N. SAGINAW ONLY):

Banners are not to exceed 3 feet in height. Banners are to be dropped off at the Village Offices a minimum of **Three Weeks** prior do the date of your event. They will be hung two weeks prior to your event and will be removed promptly at the end of the event. Any Village of Holly events will take precedence over your Banner. If time allows your Banner will be re-hung after the completion of the Village event.

Desired Date for Banner to be Hung: _____ Date to be Removed: _____

Name & Address of Business: _____

Name of Event Banner is to Advertise (Including Organization): _____

Applicants Signature: _____ **Phone#:** _____ **Date:** _____

The applicant hereby agrees to comply with the provisions and requirements of Section 6-03-070 of the Village of Holly Ordinances and any other requirements

PLEASE TURN OVER FOR SIGN REQUIREMENTS, STIPULATIONS AND DEFINITIONS

Residential Districts:

Off-Site Temporary Builder Directional Signs are allowed with a permit in a residential district subject to the following:

- Maximum of 5
- Maximum size = 6 square feet
- Maximum height = 3 feet
- Must be set back 5 feet from the right-of-way
- Must be 25 feet from structures
- Maximum length of time for display – up to 2 permits per year, per development, maximum of 6 months each.
- Must have written permission from the property owner to place the sign on the property

Off-Site Temporary real estate signs are allowed with a permit in a residential district subject to the following:

- Maximum of 1 sign per property for sale
- Maximum size = 6 square feet
- Maximum height = 3 feet
- Must be set back 5 feet from the right-of-way
- Maximum length of time for display – up to 2 permits per year, per property, maximum of 30 days each.
- Must have written permission from the property owner to place the sign on the property

NOC and Commercial Districts

- Portable signs: One sign is allowed per business subject to the following conditions:
All signs shall not exceed twelve (12) square feet of surface display area per side.
All signs shall not exceed four (4) feet in height.
- Temporary Business signs: A maximum of two (2) signs may be used in a (C) Commercial district to identify a special, unique or limited activity, service, project, promotion or sale of limited duration in accordance with the following provisions:
A sign permit shall be obtained prior to the installation of the sign. Merchants, businesses and organizations in the commercial district shall be permitted to display two (2) temporary business event signs, without a sign permit, during the three-day period of Carrie Nation Festival provided that the signs are on-premises, are not a threat to public safety and are removed promptly at the end of the applicable period.
Must be placed on the same premises where the business is located.
No more than four (4) permits for the signs shall be issued for the same premises within one (1) calendar year. A business center consisting of two (2) or more establishments that share a common parking lot shall be considered as one premises.
The signs shall not be used in excess of fifteen (15) calendar days and shall be removed within three (3) days of the termination of the special exception permit use.
Pennants, flags or streamers that display no advertisement may be used for a maximum of one hundred twenty (120) days per calendar year, pursuant to special exception permit, not to exceed thirty (30) days per permit.
The signs may only be illuminated in accordance with the provisions of this chapter.
- Off-Site Temporary real estate signs are allowed with a permit in a C - Commercial district subject to the following:
Maximum of 5
Maximum size = 6 square feet
Maximum height = 3 feet
Must be set back 5 feet from the right-of-way
Must be 25 feet from structures
Maximum length of time for display – up to 2 permits per year, per development (all phases), maximum of 6 months each.
Must have written permission from the property owner to place the sign on the property

Central Business District

Portable Signs: One sign is allowed per business subject to the following conditions:

All signs shall not exceed 12 square feet of surface display area per side.

All signs shall not exceed 4 feet in height.

All signs shall be placed within 6 feet of the entry or exit door of the structure.

Temporary Event Signs:

Temporary event signs are permitted in all districts in accordance with the following provisions:

A sign permit shall be obtained prior to the installation of a sign. No more than four (4) permits for temporary event signs shall be issued to the same premises in any calendar year.

The area, height, location, illumination and construction of the signs shall be in accordance with this chapter.

The signs shall not exceed two (2) in number and may be erected and maintained for a period not to exceed fifteen (15) days prior to the date on which the special campaign, drive, activity or event is scheduled to begin. The signs shall be removed within three (3) days of the termination of the special exception permit.

Any temporary event sign which is permitted to extend over a public right-of-way shall be erected and maintained in such a manner that it does not interfere with or obstruct vehicular and pedestrian traffic, including the access, activity or vision along the public right-of-way.

Definitions:

Movable signs: A sign anchored to a trailer or frame that is capable of being moved from place to place. Such sign must be anchored securely to the ground.

Portable signs: A freestanding sign not permanently anchored to either a building or the ground or to a trailer and shall be displayed only during business hours.

Temporary business sign: Freestanding signs, movable signs, portable sign, banner, pennant, streamer, balloon or gas-filled figures which are used for on premises business promotional purposes. The signs shall meet the size, area and placement provisions of this chapter.

Temporary event sign: an on-premises sign that announces a campaign, drive, activity or event of a civic, philanthropic, educational, religious organization or nonprofit for noncommercial purposes and shall be subject to the following:

- (A) Limited to freestanding signs, portable signs, and items such as banners, pennants, streamers, balloons and other gas-filled figures. Banners, pennants, streamers, balloons and gas-filled items shall be securely anchored and consistent with public safety standards. Each item used shall constitute a separate sign usage and the number of signs shall be in accordance with the provisions of this chapter. Movable signs may be used as temporary event signs, upon the issuance of a sign special exception permit, in any zoning district except the (CBD) Central Business District, however, no movable sign used as a temporary event sign shall be located on any premises with any other movable sign.
- (B) Temporary event signs may be illuminated in accordance with the chapter and under the discretion of the official.

Illuminated signs:

- Signs may be illuminated but no blinking, fluttering lights or flashing or moving illumination shall be permitted.
- The source of illumination shall not be visible beyond the property line of the parcel on which the sign is located.
- Neon signs shall be permitted, subject to the limitations herein.
- Signs shall not revolve or move in any manner. Canopy signs shall not be internally lighted.