

SIGNAGE INFORMATION

V. APPLICATION MATERIALS

The following is a checklist of items that must be submitted with applications for Sign Permit Application. Section Sec. 42-1267 of the Zoning Ordinance includes a complete list of the items that must be submitted. Incomplete applications will not be processed.

- Completed application form
- Elevation drawing of proposed sign structure (for freestanding signs) or building wall (for wall signs) showing sign copy, total display area in square feet, and overall height, drawn to a readable scale.
- Drawing showing position of sign in relation to nearby structures, property lines, and road rights-of-way (for freestanding signs), drawn to a readable scale.
- Construction documents showing the dimensions, materials, and required details of construction, including loads, stresses, and anchors.
- The street address number of the parcel of which the sign is located shall be placed on the sign face or sign structure (applies to free standing signs).
- Any other information deemed necessary by the building official or zoning official to assure compliance with this and all other applicable township ordinances and laws of the state.
- **Temporary Sign Permit Fee: \$30 per thirty day period.**
- **Permanent Sign Permit Fee: \$65.00 per \$1,000 of value or valuation up to and including \$1,000 and \$8 per \$1,000 or fraction thereof over \$1,000.**
- **Plan Review Fee (permanent signs only): 15% of Sign Permit Fee**
- **Application Fee (temporary and permanent signs): \$10.00**

Definitions:

Sign means any structure, part thereof, or device attached thereto or painted or represented thereon or any material or thing, which displays letters, numerals, words, trademark or other representation used for direction, or designation of any person, firm, organization, place, product, service, business, or industry which is located upon any land, on any building, in or upon a window, or indoors in such a manner as to attract attention from outside the building.

Sign area. The area of sign structures consisting of writing, representations, emblems, colors, or figures of a similar character together with the background surface or material on which they are mounted or integrally a part of shall be included in the calculation of total sign area, provided that the area of a double-face sign, where two sign faces are back to back as a single unit, shall be calculated according to the display area of only one side. The area of open wall signs, consisting of cutout letters and/or graphics on a wall, or letters and graphics on a canopy, shall be measured by the area of the rectangle, triangle, or circle that would enclose the letters and/or graphics.

Sign, freestanding, means a structure erected for the purpose of advertising a business or activity on the same parcel. Such structures shall not be attached to a building which may be located on the same parcel.

Sign, off-premises, means a sign which calls attention to a business, commodity, service, entertainment, or other activity, conducted, sold, or offered elsewhere than on the premises upon which the sign is located.

Sign, on-premises, means any sign erected for the purpose of advertising a business, product, event, person or subject not relating to the premises on which said sign is located.

Sign setback means the minimum required horizontal separation distance between a public or private road right-of-way to any part of a sign, including any aboveground portions of a sign which project beyond the point of attachment of the sign to the ground.

Sign, temporary, means a sign intended to be displayed for a limited period of time; such signs may be supported on a mobile chassis other than a motor vehicle.

Sign, wall, means a sign which is attached directly to, or painted lettering on a wall or parallel to a wall on a canopy with the exposed face of the sign in a plane parallel to the building wall, projects not more than 18 inches from the surface to which it is affixed, and which does not extend above the parapet, eaves or building facade of the building, onto a roof, or onto any architectural feature intended to look like a roof.

Information about the Dewitt Charter Township ordinances may be found online at www.municode.com and then by searching for Dewitt Charter Township. The sign ordinance can be found under Chapter 42- Zoning, Article VIII- Signs.