



ANTWERP TOWNSHIP SIGN PERMIT INFORMATION AND PROCEDURES

WHAT DO I NEED TO GET STARTED? *Sign Permit Application:* Request a copy of the Sign Permit application from Township Hall, or download from www.antwerptownship.com.

WHERE DO I FIND SIGN REQUIREMENTS? Chapter 12, Section 12.4 of the Antwerp Township Zoning Ordinance contains the sign requirements.

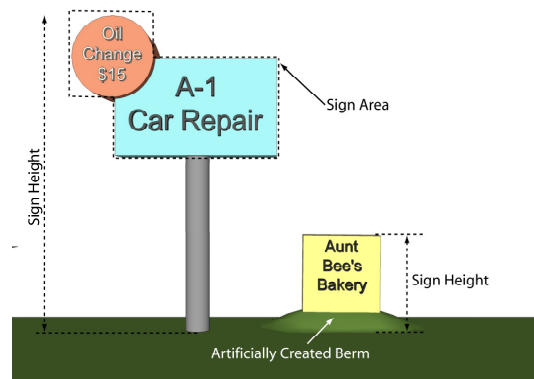
TYPES OF SIGNS ALLOWED: See Tables 12-14, 12-15 and 12-16 in the Zoning Ordinance for complete requirements regarding number allowed, area, height, setback, etc.

Zoning of Property	Signs Allowed	Permit required?
All zoning districts	Permanent signs	
	Directional signs (“enter,” “exit,” etc.)	yes
	Temporary signs	
	Political signs	no
	Real estate sales signs	no
	Construction signs (advertising name of contractor, architect, etc.)	no
	Property development signs (advertising new developments)	yes
Special event signs (civic, governmental and non-profit events)	yes	
Agricultural and Residential zoning districts	Permanent signs	
	Ground signs for allowed non-residential uses (churches, schools, farms, etc.)	yes
	Ground signs for multiple family complexes	yes
	Ground signs for allowed home-based businesses	yes
	Wall signs for allowed non-residential uses	yes
	Wall signs for home occupations	no
	Temporary Signs	
Garage and estate sale signs	no	
Commercial and Industrial zoning districts	Permanent Signs	
	One ground sign or one pylon sign	yes
	Business center signs (for properties with two or more distinct businesses; one per street frontage)	yes
	Wall signs	yes
	Temporary Signs	
Signs for commercial events	yes	

DETERMINING SIGN HEIGHT AND AREA

Sign area is determined by the area within a geometric form or combination of such forms that enclose the extreme limits of all sign elements, excluding the frame. Only the area of one side of a back-to-back sign is measured.

Height is measured from grade to the top-most element of the sign. If the grade is built up at the base of the sign (such as a berm) the height shall be determined from the original grade.



AREA, HEIGHT AND PLACEMENT REQUIREMENTS – COMMERCIAL AND INDUSTRIAL DISTRICTS (see Section 12.4 of the Zoning Ordinance for requirements of other districts)

Type	Requirement	Zoning District		
		GC	CO ¹	LI
Ground	<i>Number</i>	1 ground sign or 1 pylon sign per lot	1 ground sign or 1 pylon sign per lot	1 ground sign or 1 pylon sign per lot
	<i>Area (max.)</i>	80 sq. ft.	One square foot per linear foot of lot frontage, to a max. of 80 square feet	80 sq. ft.
	<i>Location (ft.)</i>	15 from all property lines	15 from all property lines; 25 from adjacent residential property lines if illuminated	15 from all property lines
	<i>Height (max.)</i>	8 ft.	8 ft.	8 ft.
Pylon	<i>Number</i>	1 ground sign or 1 pylon sign per lot	1 ground sign or 1 pylon sign per lot	1 ground sign or 1 pylon sign per lot
	<i>Area (max.)</i>	80 sq. ft.	One square foot per linear foot of lot frontage, to a max. of 80 square feet	80 sq. ft.
	<i>Location</i>	15 from all property lines	15 from all property lines; 25 from adjacent residential property lines if illuminated	15 from all property lines
	<i>Height (max.)</i>	15 ft.	15 ft.	15 ft.
Wall	<i>Number</i>	No limit	1 per street frontage	1 per street frontage
	<i>Area (max.)</i>	Total of all signs: 1 sq. ft. per linear foot of occupant frontage, 80 sq. ft. max;	1 sq. ft. per linear foot of occupant frontage; 60 sq. ft. max.	1 sq. ft. per linear foot of occupant frontage; 80 sq. ft. max.
	<i>Location</i>	On wall facing street and facing parking area	On wall facing street	On wall facing street

¹ Permitted only where a special land use has been approved for the Commercial Corridor Overlay District.

GC = General Commercial District; CO = Commercial Corridor Overlay District; LI = Light Industrial District

ILLUMINATION

All signs may be illuminated, except signs for home occupations, home based businesses, and temporary signs (other than allowed portable signs for special events). External illumination shall be arranged so that the light source is not visible from the road and there is no glare directed toward adjacent properties. A separate electric permit is required for permanent illuminated signs. Signs with moving lights or other moving elements (except electronic displays, as regulated; see below) are prohibited.

READER BOARDS AND ELECTRONIC DISPLAYS

Up to 40% of the area of a ground, pylon or wall sign may be a reader board with manually changed letters. Up to 40% of a ground or pylon sign may be an electronic or LED display, which must meet the requirements in Section 12.4.1.5. A sign with a reader board may not also have an electronic display, and vice versa.

An electronic display is subject to the following requirements:

1. The entire sign face shall only convey a single product or message at any one time.
2. Except for the change from one display to the next, which shall be instantaneous, each individual sign display shall be stationary. No elements of the display may move, flash or scroll, except to change from one display to the next.
3. Displays may change no less than five seconds apart.

PORTABLE SIGNS AND BILLBOARDS

New portable signs (temporary signs on a chassis or other moveable frame) and billboards are prohibited; however a portable sign can be used on the premises of a special event if a special event sign permit is issued. Existing portable signs and billboards are regulated and may not be expanded; all portable signs in existence on February 25, 2011 must be removed by February 25, 2016. Existing billboards may remain indefinitely, but may not be rebuilt if destroyed or expanded in size or height.

SIGN PERMIT REVIEW PROCESS

The completed permit application, the required fee, and any required attachments should be submitted to the Township Hall, 24821 Front Avenue, Mattawan MI, 49071. The Township will forward the application to the Zoning Administrator, who will approve or deny the permit. The Zoning Administrator may attach conditions to the approval. The Zoning Administrator may also delay final approval, pending necessary information from the applicant. To ensure the quickest review and approval, be certain to include all required information with the permit application.

If an electrical or construction permit is also required, contact the Building Inspector, (269) 668-2615, ext. 210

FOR MORE INFORMATION:

1. See the Antwerp Township Zoning Ordinance, Chapter 12, Site Development Requirements, Section 12.4, Signs. The ordinance is available online at www.antwerptownship.com/zoning.htm.
2. Call the Township offices at (269) 668-2615 or the Zoning Administrator (Williams & Works) at (616) 988-3525.