

Business \ Owners Name: _____ Address: _____

Permit #: PSP05- Parcel #: 12- Zoning Officer: _____ Date: _____

SAGINAW CHARTER TOWNSHIP SIGN INFORMATIONAL WORKSHEET

B-1, OFFICE BUSINESS COMMERCIAL DISTRICT

- ? **Commercial Zoning District: B-1, Office Business Commercial**
- ? **Free Standing/Monument Sign on parcels having less than 400 lineal feet of frontage:**
- ? One (1) Freestanding/Monument Sign is permitted for each Office Business developed parcel up to 400 lineal feet of frontage. All Signs must be placed outside of the public road right-of-way.
- ? Signs may not exceed fifty (50) square feet in size and are limited to two (2) faces back to back. The distance between two (2) Sign faces back to back on a Freestanding/Monument Sign shall not exceed six-feet (6') measured from the front of each Sign face. This applies to parallel and non-parallel Sign faces. Signs constructed in a triangular manner shall not exceed six-feet (6') at the widest point.
- ? Signs may not exceed a height of eight-feet (8') above the uniform finished grade.
- ? **Free Standing/Monument Sign on parcels having greater than 400 lineal feet:**
- ? For parcels with greater than 400 lineal feet of frontage and less than twenty (20) acres in size, one (1) sixty-four (64) square foot Sign is permitted for each 400 lineal feet and fraction thereof.
- ? Each Sign must be located at least 100-feet from any other Sign on the same parcel and twenty-five-feet (25') from any side lot line and must not block an existing property owner's previously erected Sign.
- ? If the lot is a through lot, this regulation applies to the total frontage on both streets. This regulation does not apply on corner lots.
- ? **Bonus Provisions:** ? YES – See Bonus Section Below ? NO
- ? **Wall/Marquee:**
- ? A Wall Sign may not project more than twelve-inches (12") from the surface of the building to which is it mounted or into any public road right-of-way. There is no size limitation on a wall or marquee sign.
- ? **Awning/Canopy Signs:**
- ? Awning or Canopy Signs shall not project more than seven-feet (7') from the surface to which it is attached nor less than nine-feet (9') above the average grade of a walking surface. There is no size limitation on awning or canopy signs, but they shall not extend

more than twenty-four-inches (24") above the roofline or project into any public right-of-way.

? **Electronic Message Boards:**

? The portion of a Sign that is an electronic message board may not exceed one third (1/3) of the total sign size, including the supporting structures.

? The frequency of a message change can not be less than five (5) seconds. Text and Animation must be activated and deactivated simultaneously.

? **Portable Signs:** One (1) Portable Sign is permitted per parcel or tenant space for a maximum of 45 days per calendar year. The Portable Sign shall not be located within any road right-of-way and cannot exceed fifty (50) square-feet in size and five-feet (5') in height. Permit fee is \$10.00.

? **Street Banners. Please speak with Township Staff.**

? **Special Event Signs are on another permit:** One (1) Special Event Sign is permitted per parcel for a maximum of 15 days in any calendar year. Special Event Signs shall not be located within any road-right-of-way and cannot exceed fifty (50) square-feet in size, twenty-feet (20') in diameter or sixteen-feet (16') in height. There shall be no more than one (1) portable sign displayed at any one time on each parcel.

? **A Permit is Required for the Above-Mentioned Signs:** The fee is based on the cost of construction of the Sign, including installation. Sign Permit Base Fee's is \$50.00 for the first \$3,000 of construction costs plus \$3.25 for each additional \$1,000.

Bonus Provisions for Sign Area in Commercial and Industrial Districts:

Bonus provisions apply to each sign on a parcel and may be cumulative, however, the total bonus area allowed in this section may not be greater than thirty (30%) of the total permitted sign area per sign without bonus provisions. In no case shall a sign exceed one hundred (100) square feet.

(1) Landscaping: A ten percent (10%) bonus in the size of the sign may be given for any freestanding or monument sign that is erected in a landscaped area. The landscaped area must contain a minimum of two (2) square feet for each square foot of the sign area. The landscape design must be approved by the Planning Commission or its designee.

(2) Setback: A ten percent (10%) bonus in the size of the sign may be given for any freestanding or monument sign that is setback from the right of way line as follows:

Sign located at the right of way = no bonus

Five (5') feet from the right of way = ten (10%) percent bonus

Ten (10') feet from the right of way = twenty (20%) percent bonus

(3) Design: A twenty (20%) bonus in sign area will be allowed if at least fifty (50%) of the total sign structure is comprised of brick, stone or architectural block.