



14-Day Temporary Sign Permit Application

REQUIRED ONLY FOR TEMPORARY MANUAL READER BOARDS AND TEMPORARY BANNER SIGNS

Application Fee \$50 + \$50 Deposit
Payable Online Option at: tinyurl.com/PayItOnline

The Village of Friendliness – Since 1870

Location Information:

Address of parcel where the temporary sign is proposed: Corner of Blue Star & Center
Parcel Number: _____ Current Zoning of Parcel(s): _____ Existing Use of Property: _____
Name of Business: Douglas Farmers Mkt Purpose of temporary sign Advertise Wkly FMkt

Property Owner Information:

Name: _____
Phone Number: _____ Email Address: _____
Address / PO Box _____ City: _____ State: _____ Zip: _____

Applicant Information (if different than owner):

Name: Susan Poolman Company: Douglas Farmers Mkt
Phone Number: 269.227.3448 Email Address: douglasfarmersmkt@gmail.com
Address / PO Box PO Box 12 City: Douglas State: MI Zip: 49406

Temporary Sign Application Requirements (Section 22.05.15):

- ☒ Site plan that shows the proposed location of temporary sign and setbacks from property lines.
- ☒ Dates the temporary sign is planned to be placed: From see attached to _____
- ☒ \$50 fee and \$50 deposit, to be returned to the applicant following removal of the temporary sign at the end of the allowable 14 days.
- ☒ Rendering or graphic of proposed temporary sign
- ☒ Sign Ordinance Acknowledgment (on the reverse side)

I, _____ (Owner), hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Owner

Date

I, Susan Poolman (Applicant), hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Susan L. Poolman
Applicant

05/15/2024
Date

Section 22.05.15 Temporary Signs in The City of the Village of Douglas

1. **Temporary Signs.** Temporary signs as defined in Section 22.03 are permitted in all zoning districts, subject to the following restrictions:
 - a. Sidewalk signs shall not be deemed temporary signs
 - b. All temporary signs shall be subject to the prohibitions outlined in Section 22.06.
 - c. Wire-framed signs:
 - i. Up to two (2) wire-framed temporary signs are permitted per parcel.
 - ii. Wire-framed temporary signs shall not be subject to the requirements of Section 23.03, Permit Procedures and Regulations.
 - d. Up to two (2) feather signs are permitted on parcels within the C-2 and L-I zoning districts, and are not subject to the requirements of Section 23.03, Permit Procedures and Regulations.
 - e. The following regulations shall apply to **temporary manual reader boards** and **temporary banner signs**:
 - i. Temporary banners and manual reader boards are not permitted in residential districts.
 - ii. One (1) temporary banner sign shall be permitted on non-residential parcels within the C-1, C-2 and L-I, and PUD zoning districts, or on parcels in residential districts when associated with a non-residential use.
 - iii. One (1) temporary manual reader board shall be permitted on non-residential parcels within the C-2, PUD, and L-I zoning districts, or on parcels in residential districts when associated with a non-residential use
 - iv. A parcel located in the C-2, PUD, or L-I zoning districts shall not have both a temporary banner sign and a temporary manual reader board during the same period of time.
 - v. A temporary sign permit is required for any proposed temporary banner sign or temporary manual reader board signs. An application for a temporary sign permit shall be submitted to the Zoning Administrator that contains, at minimum, the following information, and is subject to the following procedures:
 1. A site plan that contains the proposed location of the temporary manual reader board or temporary banner.
 2. A stated period of time that the temporary manual reader board or temporary banner sign is proposed to be erected, not to exceed 14 days total.
 3. The applicant shall submit a deposit in the amount of \$50, to be reimbursed after the temporary manual reader board is removed in accordance with the dates indicated on the application.
 4. The zoning administrator shall issue the zoning permit for the temporary banner or temporary manual reader board upon receipt of the required application information noted above and upon determining that the proposed temporary banner or temporary manual reader board is in compliance with the provisions of this ordinance.
 5. The \$50 deposit shall be forfeited if the sign has not been removed by the 15th day.

Acknowledgment

I, Susan Poolman (owner or applicant) have read the above ordinance section as it pertains to the requirements of the temporary sign application and the allowable duration of the temporary sign.


Signature

05/15/2024

Date

Jennifer Pearson

From: Douglas Farmers Market <douglasfarmersmkt@gmail.com>
Sent: Wednesday, May 15, 2024 12:44 PM
To: Jennifer Pearson
Subject: Re: Mobile Food Vending Unit Info

Thanks Jenny!

Here's an updated sheet with dates in case you need more legible :)

Cheers!
Sue

Monday Morning Placement	Tuesday Afternoon Removal	Size of Banner
06/17/2024	06/18/2024	22" H x 92" W
06/24/2024	06/25/2024	
07/01/2024	07/02/2024	
07/08/2024	07/09/2024	
07/15/2024	07/16/2024	
07/22/2024	07/23/2024	
07/29/2024	07/30/2024	
08/05/2024	08/06/2024	
08/12/2024	08/13/2024	
08/19/2024	08/20/2024	
08/26/2024	08/27/2024	

On Wed, May 15, 2024 at 11:36 AM Jennifer Pearson <Douglas@douglasmi.gov> wrote:

Hi Sue

Here is the food truck information we chatted about.

Application - <https://douglasmi.gov/wp-content/uploads/2023/03/Mobile-Food-Vending-Unit-Food-Truck-Application-Fillable-1.pdf>

Ordinance - <https://douglasmi.gov/wp-content/uploads/2022/06/Ord.-06-Food-Trucks.pdf>

DOUGLAS FARMERS MARKET

Downtown Douglas

Beery Field

Tuesdays | 10am-2pm



Saugatuck Douglas
Convention and Visitors Center



