



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: 1)Main&Blue Star 2)Beery Field 3)Enterprise&BS

Parcel Number: _____ Current Zoning of Parcel(s): _____ Existing Use of Property: _____

Name of Business: Community Pride Purpose of temporary sign Promote Oktoberfest 2025

Property Owner Information:

Name: City of Douglas

Phone Number: _____ Email Address: _____

Address / PO Box _____ City: _____ State: _____ Zip: _____

Applicant Information (if different than owner):

Name: Troy Weiland, Secretary Company: Community Pride

Phone Number: 515-778-1103 Email Address: troytweiland@gmail.com

Address / PO Box P.O. Box 437 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 Sep. 27 to Oct. 11
- ☒ \$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, Troy Weiland (Applicant), hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.


Applicant

September 9, 2025

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, Troy Weiland (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.

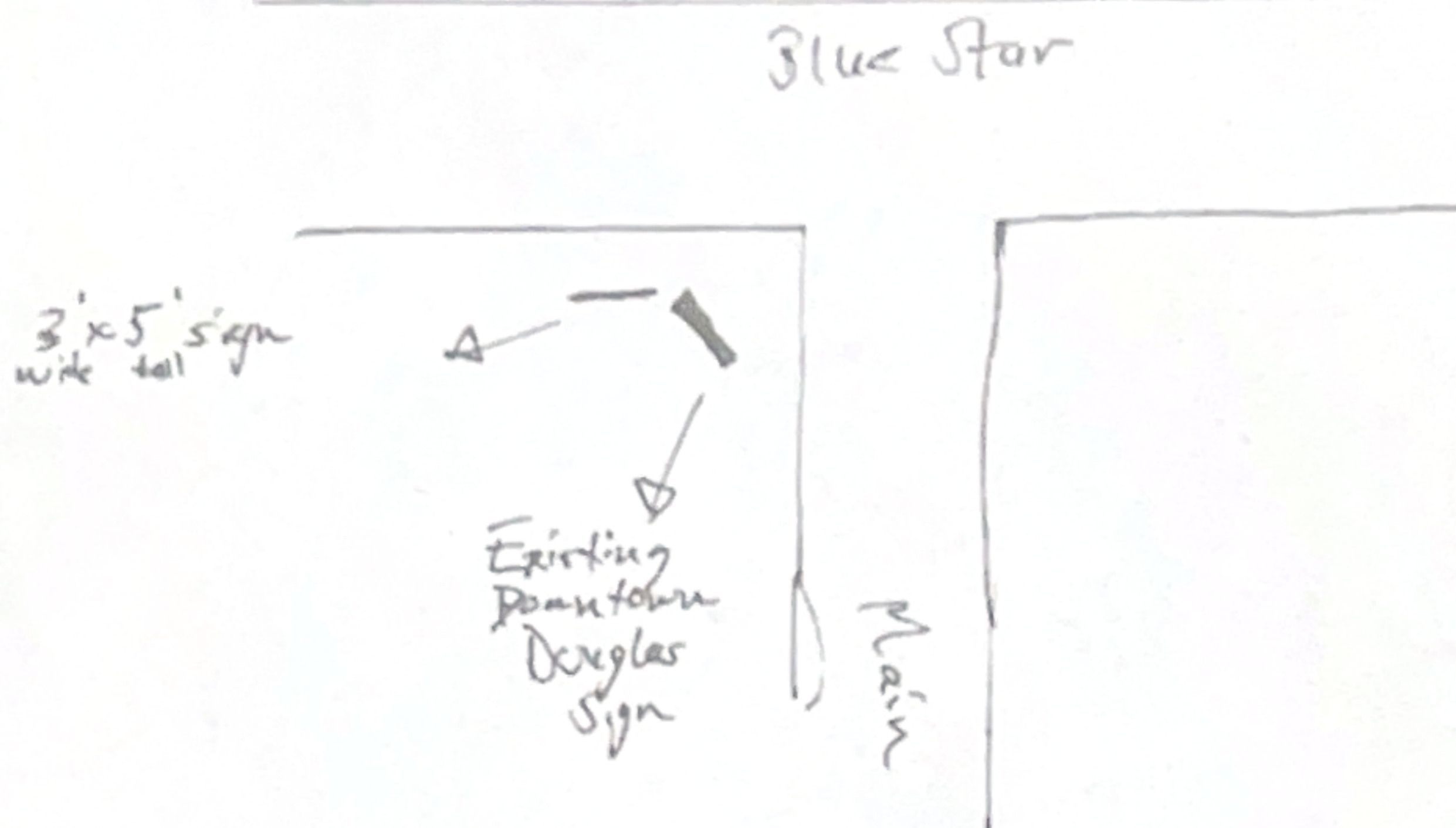

Signature

September 9, 2025

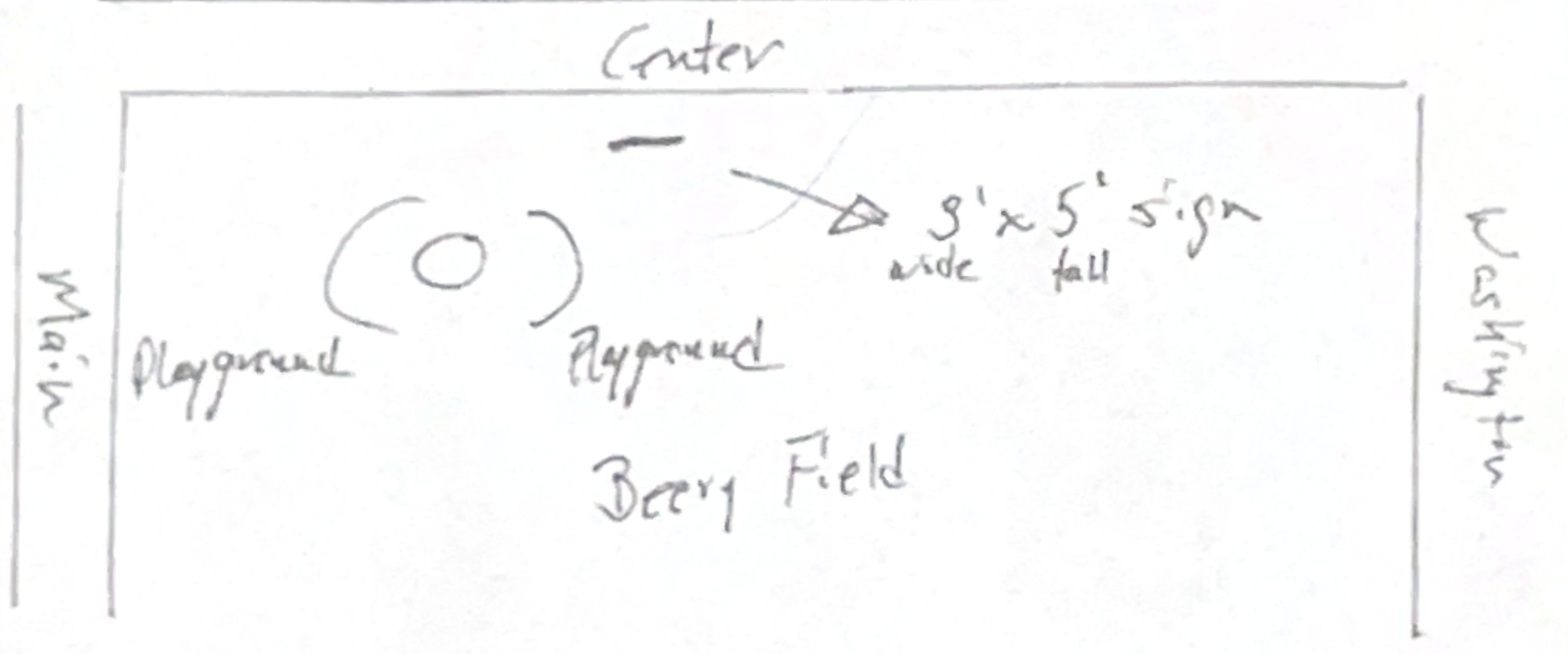
Date

Temporary Sign Locations

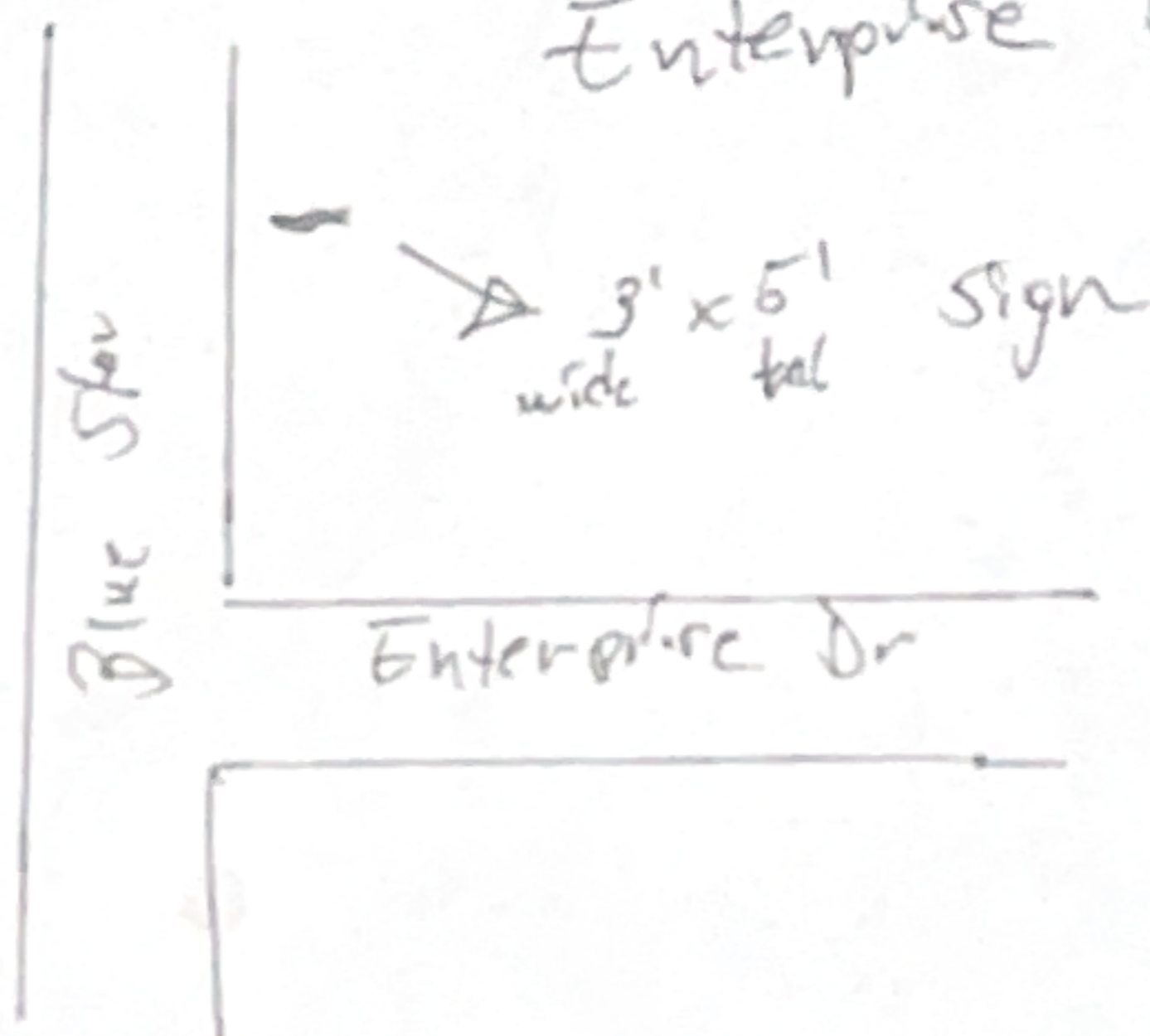
① Main St. e Blue Star

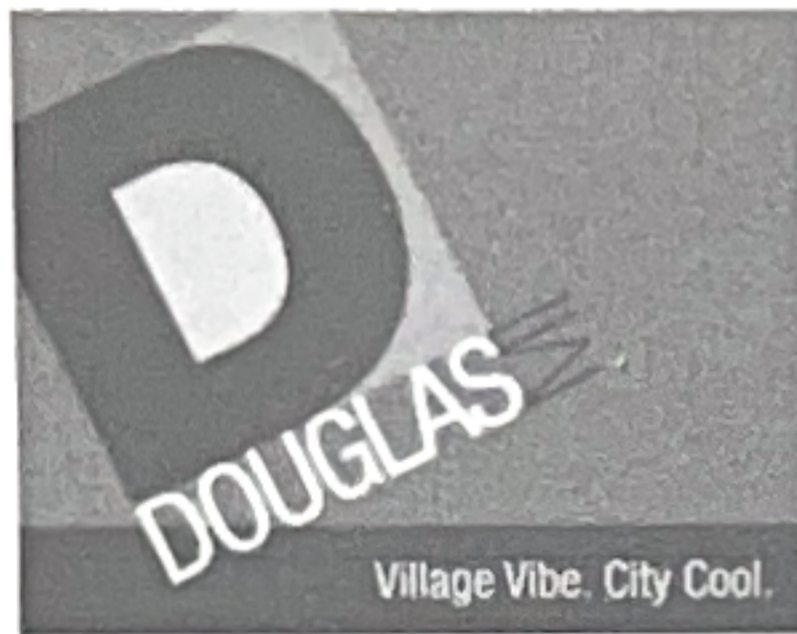


② Beery Field



③ Enterprise Drive e Blue Star





Downtown Development Authority Temporary Gateway Banner Application

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

The Village of Friendliness – Since 1870

Application Checklist

- ☒ A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
- ☒ \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
- ☒ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (*Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.*)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: Troy Weiland, Secretary Organization: Community Pride
Phone Number: 515-778-1103 Email Address: troytweland@gmail.com
Address / PO Box: P.O. Box 437 City: Douglas State: MI Zip: 49406

Banner Information:

Event Name: Oktoberfest 2025 Event Dates: Saturday, October 11, 2025
Banner Dimensions: 22" x 94" Dates of event banner is promoting: October 11, 2025

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

Oktoberfest is a large community entertainment event held annually the 2nd weekend of October in Downtown Douglas. The event promotes all that our town has to offer, in this beautiful time of year and during our shoulder season when we aim to bring not only local attendees but also travelers back to town.

Community Pride has now been putting on events locally for over five years, and we hope to play off the huge successes we had both during our 2025 Pride

Week events and last year's Oktoberfest celebration

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

Troy Weiland
Signature of Applicant

September 9, 2025
Date

86 W. Center Street • PO Box 757 • Douglas, MI 49406 • Ph (269)857-1438 • Fx (269)857-4751 • www.douglasmi.gov



Oktoberfest

**SATURDAY,
OCTOBER 11**

**12PM–5PM
BEERY FIELD**



COMMUNITY PRIDE

SAUGATUCK-DOUGLAS



SATURDAY, OCTOBER 11

Oktoberfest

12PM–5PM
BEERY FIELD

