



Park/Trail Use Application - Sign Policy/Procedure

The Hamburg Township park and recreation system affords residents and visitors with a higher quality of life standard. The benefits of a quality parks and recreation system include: Greater opportunities for a healthy lifestyle; Increased property values throughout the Township; Encouragement of economic development, which in turn, can further attract investment; Natural beauty; Environmental gains and benefits; Socializing and fun; and Sense of place and identity for the community. Hamburg Township parks afford all residents and visitors of Hamburg Township with the opportunity to participate and enjoy in the Township's parks and recreation facilities and to act as gathering spaces for community building.

This policy is included in the Parks and Recreation Policies and Procedures and is intended to allow specific signage associated with the approved use of Township owned/operated parklands. The allowed signage will help Hamburg Township to better meet the needs of the community and public use of the parkland systems. The signage will help to better inform people of upcoming events and direct people to the event.

All signage placed on Township owned/operated property, must first be approved through the Hamburg Township Parks and Recreation application process. Only signage relating to, and in support of, an approved event on Hamburg Township owned/operated park/trail property, qualifies for this addendum. Must be requested at time of application, or no later than 60 days prior to event. Any other requests must comply with [Hamburg Township Ordinance – Chapter 36, Article VII, Section 36-222.](#)

Signage Regulations for Park Use Applications:

In addition to directional signage allowed during an event in Hamburg Township Parks and/or Trails, signs announcing the approved event are only allowed with an approved Park Use Application:

- 1) Temporary freestanding signs:
 - a. On the Township owned property where the event is located:
 - i. One 32 square foot sign; and
 - ii. Four 6 square foot signs, with one side 4' max in length.
 - b. On the Township owned property at M-36 and Merrill Road (parcel 15-23-300-028):
 - i. One 32 square foot sign.
 - c. On other pre-approved events on Hamburg Township owned/operated park/trail property.
 - i. Provide site plan, size, and sign details in writing to the Park Coordinator during the Park Use Application approval process, no later than 60 days prior to event date.

- 2) Signage duration:
 - a. If the event is held on between 1-7 consecutive days the signs may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - b. If the event is conducted over multiple weeks the signs allowed in section 1) a. ii. shall only be allowed the day of the event, all other signs allowed in section 1) may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - c. If the signs are not removed as required by the code the Township may remove the signage and may issue violations as outlined in Hamburg Township Code of Ordinances.
- 3) Directional signs shall be approved administratively for approved Park Use Applications and must pertain to Township owned or operated Park/Trail property only.
- 4) All signs shall be outside of the road right-of-way and at least 10 feet from a paved roadway or driveway.
- 5) The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated scheduled events. Violations or abuses of this rule may result in termination or denial of park use.
- 6) Any unapproved signage pertaining to an event that is not taking place on Township owned/operated Park/Trail property, will be removed and will be considered a Class E municipal civil infraction. Charges for violations or abuses of this rule can be found at: Hamburg Township Code of Ordinances, Chapter 1, Article II, Sec.1-45.

Sign Application Materials:

The following information shall be submitted with the parklands use permit application:

- 1) Description of the signs including a drawing showing the proposed signs and the sign dimensions; and
- 2) Map showing the location of the proposed signs.
- 3) Any signs planned for the Road-Right-Of-Way must be submitted to the jurisdiction that regulates and oversees those roads.

Livingston County Road Commission:

<https://livingstonroads.org/permit-office/>

State of Michigan (MDot):

<https://www.michigan.gov/mdot/business/permits/right-of-way-construction/governmental-signing>