



# CITY OF OAK PARK

Department of Technical & Planning Services  
14300 Oak Park Boulevard, Oak Park, MI 48237  
Phone (248) 691-7450 Fax (248) 691-7165

## TEMPORARY SIGN PERMIT PERMIT FEE \$90

Location: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_  
Location of Temporary Sign: \_\_\_\_\_  
Size of Temporary Sign: \_\_\_\_\_ height x \_\_\_\_\_ length & \_\_\_\_\_ square feet  
Dimensions of Façade: \_\_\_\_\_ height x \_\_\_\_\_ length & \_\_\_\_\_ square feet  
Sign Wording: \_\_\_\_\_

Are you requesting an additional 30 days? \_\_\_\_ yes / \_\_\_\_ no

### Sketch of Temporary Sign

*I have read the City Sign Ordinance, the City Council and Department of Technical and Planning Services Procedures as they pertain to Temporary Signs. I understand I am subject to citation with a court appearance ticket, should I fail to adhere to all conditions of approval.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Driver's License # \_\_\_\_\_ Phone \_\_\_\_\_

FOR OFFICE USE ONLY

COUNCIL APPROVED  DENIED  DATE: \_\_\_\_\_  
ADDITIONAL NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### GENERAL REQUIREMENTS FOR TEMPORARY SIGNS

The City of Oak Park's Sign Ordinance has been amended by the addition of Sec. 5(0) which reads "In non-residential districts, temporary signs may be authorized by Technical & Planning for not more than thirty (30) days with not more than one extension of thirty (30) days, at the discretion of Technical & Planning. Upon a finding by the Technical & Planning Department on the basis of written information furnished by the applicant, that the proposed sign:

1. a. is necessary for the direction of the public,  
b. will not create an obstruction, a traffic hazard or be incompatible to the area, and  
c. will not be contrary to the spirit and purpose of this Ordinance,
2. The Technical & Planning Department may consider, in determining whether a permit should be issued for a temporary sign, but not by way of limitation:
  - a. the absence of permanent signs,
  - b. change of use or occupant,
  - c. change of ownership or management, or reopening by occupant,
  - d. change in basic goods or services provided by the occupant, and/or
  - e. special events sponsored by one (1) or more of the occupants.
3. Not more than two (2) permits for temporary signs shall be issued to a single applicant in any calendar year.
4. Technical & Planning may impose any additional restrictions on the use of the temporary sign as it deems necessary, in order to protect the health, safety and welfare of the public.
5. The owner of any property on which a temporary sign is placed and the person maintaining said temporary sign are declared to be equally responsible for the condition of the temporary sign and the area in the vicinity thereof.
6. Submit a temporary sign application and two (2) copies of a site plan and two (2) sketches of the proposed temporary sign to the Building Division for review.
7. Permitted Temporary Sign Types
  - a. Banners – 30 square feet in size or less, placed on the front face of a building. Approved at **Municipal Services counter**.
  - b. Banners or signs supported from posts, flags or feather signs, subject to review and approval by City Planner.
  - c. Deviations from the above temporary sign types subject to review and approval by the Community and Economic Development Manager.
8. Prohibited Sign Features and Temporary Signs
  - a. Temporary signs must be placed on business property and not in public right-of-way
  - b. Temporary signs must be placed so that they do not create an obstruction to pedestrians or a traffic hazard
  - c. Inflatable signs or objects
  - d. Pennants, strings of flags, spinners and streamers
  - e. Portable message board signs or signs attached to a trailer

# **TEMPORARY SIGN GUIDELINES**

## **Permitted temporary sign types:**

- ✓ Banners, 30 square feet in size or less, placed on the front face of a building. Approved at Municipal Services counter.
- ✓ Banners or signs supported from posts, flags or feather signs, subject to review and approval by City Planner.
- ✓ Deviations from the above temporary sign types subject to review and approval by the Community and Economic Development Manager.

## **Prohibited Sign Features and Temporary Signs:**

- Temporary signs must be placed on business property and not in public right-of-way
- Temporary signs must be placed so that they do not create an obstruction to pedestrians or a traffic hazard
- Inflatable signs or objects
- Pennants, strings of flags, spinners and streamers
- Portable message board signs or signs attached to a trailer