



**Bainbridge Township  
Berrien County, Michigan**

7315 Territorial Road, Watervliet, MI 49098  
Phone: 269-468-8040/Fax: 269-468-3498

Bill Hodge, Supervisor  
Patty Hiler-Molter, Clerk  
Nancy Weber, Treasurer

**OFF-SITE SIGN PERMIT  
Article VII**

**The application for an Off - Site Sign shall be submitted through the Zoning Administrator to the Planning Commission, accompanied by a \$250.00 filing fee. Checks should be payable to “Bainbridge Township”.**

Include the following:

1. Application.
2. Site plan in conformance with Article XI (11).
3. Copy of the current tax bill, deed or other proof of ownership, which includes a legal description of the property, property tax number and proof of taxes paid of said property where the sign is to be erected.
4. Signed lease agreement with owner of said property.
5. Statement of Compliance.
6. Request for Public Hearing.

Applicant should attend the Planning Commission Meeting and Public Hearing to answer any questions that may arise. If a special meeting of Planning Commission is requested, a charge of \$500.00 is required to defray township expenses.

## APPLICATION FOR OFF-SITE SIGN PERMIT

Applicant Name: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) ( Zip)

Home Phone #: \_\_\_\_\_ Work/Mobile Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) ( Zip)

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Property Owner for Proposed Sign Location: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) ( Zip)

Property Description where sign is to be located: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) ( Zip)

Tax Code Number: **11-01-**\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoned District: \_\_\_\_\_

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Describe Construction of Sign:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Size of Sign:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Advertising to Be Placed on Sign:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Location of Sign (also show on site plan):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Until a permit has been granted pursuant to the Special Land Use Permit, there shall be no construction or excavation of said land. Nor shall use of the land be made toward the intended purposes of such Special Land Use Permit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## STATEMENT OF COMPLIANCE

1. I represent that the enclosed application will comply with the following General Standards:
  - a. The special land use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.
  - b. The special land use shall not inappropriately change the essential character of the surrounding area.
  - c. The special land use shall not interfere with the general enjoyment of adjacent property.
  - d. The special land use shall represent an improvement to the use or character of the property under consideration and the surrounding area in general, yet also be in keeping with the natural environment of the site.
  - e. The special land use shall not be hazardous to adjacent property, or involve uses, activities, materials or equipment which will be detrimental to the health, safety, or welfare of persons or property through the excessive production of traffic, noise, smoke, odor, fumes or glare.
  - f. The special land use shall be adequately served by essential public facilities and services, or it shall be demonstrated that the person responsible for the proposed special land use shall be able to continually provide adequately for the services and facilities deemed essential to the special use under consideration.
  - g. The special land use shall not place demands on public services and facilities in excess of available capacity.
  - h. The special land use shall be consistent with the intent and purpose of this Ordinance, and the objectives of any currently adopted Bainbridge Township Development Plan.

Signature of Applicant: \_\_\_\_\_ / Date: \_\_\_\_\_

**PUBLIC HEARING REQUEST FOR  
OFF-SITE SIGN PERMIT**

11-01 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Property Tax Code Number

I hereby request a public hearing for the purpose of securing an Off-Site Sign Permit to erect an off-site sign on property described by the property tax code number shown above.  
The address of this property is:

\_\_\_\_\_  
(Address) (City) (State) (Zip)

I have enclosed a copy of the application, site plan, signed lease, proof of ownership and legal description of property, proof of taxes paid, a list of names and addresses of the owners of property within 300 feet of the property covered by this application and statement of compliance.

\_\_\_\_\_  
(Name of applicant)

\_\_\_\_\_  
(Street and Number)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_/\_\_\_\_\_  
(Signature) (Date)

## **ARTICLE XI**

### **Site Plan and Scaled Drawing Requirements**

#### **Section 11.01 - Intent**

- A. The intent of requiring site plan or scaled drawing submittal and review in certain instances specified herein is to facilitate determination of whether certain development proposals meet all applicable requirements and are in harmony with the purpose, intent and spirit of this Ordinance.
- B. It is further the intent to assist township officials in encouraging and assisting proposers of land development to design and implement land use proposals which foster orderly, efficient, compatible and aesthetic uses of land in Bainbridge Township.

#### **Section 11.02 - When Required**

- A. Variance or Special Land Use – Except for Single-Family, Two-Family: A site plan shall be prepared and submitted in accordance with Sections 11.03 A. and 11.04 with any application for:
  - 1. Variance or Special Land Use Permit, other than for a Special Land Use Permit for a Home Occupation;
  - 2. With any application for Rezoning, other than Rezoning for the sole purpose of constructing a single-family, two-family or agricultural permitted principal use;
  - 3. With any application for a Zoning Compliance Permit or Building Permit, other than for the sole purpose of constructing a single-family, two-family or agricultural permitted principal use or accessory use thereto; and
  - 4. With any application for a Planned Unit Development or Condominium.
- B. Rezoning – Single-Family, Two-Family: A scaled drawing shall be prepared for the sole purpose of constructing a single-family, two-family or agricultural permitted principal use or accessory use thereto and submitted in accordance with Sections 11.03 B. and 11.04 with any application for:
  - 1. Rezoning;
  - 2. Zoning Compliance Permit;
  - 3. Building Permit; or
  - 4. Variance.

### **Section 11.03 - Contents**

- A. A required site plan shall be drawn at a scale of one (1) inch equals one hundred (100) feet and shall contain the following information:
1. The boundary lines of the area included in the site plan, including angles, dimensions and reference to a section corner, quarter corner or point on a recorded plat, an arrow pointing north, and the individual lot areas and dimensions of the land included in the site plan.
  2. Existing and proposed topography, drainage systems, and structures, with topographic contour intervals of not more than two (2) feet.
  3. The shape, size and location of all structures on the lot including yard dimensions, height, floor area and ground coverage ratios and the finished ground and basement floor grades.
  4. Natural features such as wood lots, trees of more than one (1) foot in diameter, streams and lakes or ponds, and man-made features such as existing roads and structures, with indication as to which features are to be retained and which removed or altered. Adjacent properties and their uses shall be identified.
  5. Proposed streets, driveways, parking spaces, curb cuts, loading spaces and sidewalks, with indication of direction of travel for one-way streets and drives and the inside radius of all curves. The width of streets, driveways and sidewalks, and the total number and layout of parking spaces shall be shown.
  6. The size and location of all existing and proposed public and private utilities and required landscaping.
  7. A vicinity sketch showing location of the site in relation to the surrounding street system.
  8. A legal description of the land and lots included in the site plan.
  9. Any other information necessary to establish compliance with this and any other ordinances.
  10. The availability of adequate utility capacity.
  11. The name, signature, title and mailing address of the person who prepared the site plan. A site plan for any development shall be prepared by a registered architect, engineer, professional community planner or land surveyor.
- B. A required scaled drawing shall be drawn at a scale appropriate to the dimensions of development and shall contain the following information:



1. A legal description of the land involved.
2. A vicinity sketch showing location of the site in relation to the surrounding street system.
3. The size and location of all structures proposed for and presently located on the site.
4. The boundary lines of the parcel of land involved including dimensions and an arrow pointing north.
5. Proposed streets and driveways. The width of streets and driveways shall be shown.
6. Any other information necessary to establish compliance with this and any other ordinances.
7. The name, signature and mailing address of the person who prepared the scaled drawing.

#### **Section 11.04 - Review Process and Approval**

- A. Any required site plan or scaled drawing shall be submitted, of original quality, to the Zoning Administrator along with a cover letter signed by the owner of the land and/or prospective developer providing a general explanation and background information on the proposed development.
- B. The Zoning Administrator shall examine the site plan or scaled drawing as to proper form and content and particularly as to compliance with all applicable requirements of this Ordinance.
- C. If the proposed development does not require the issuance of a Special Land Use Permit by the Planning Commission, Variance by the Board of Appeals or a Rezoning of land by the Township Board, within thirty (30) days after receipt the Zoning Administrator shall notify in writing the proposer of the development of the approval or disapproval of the site plan or scaled drawing. If the site plan or scaled drawing is disapproved, the reasons therefore shall be given. Such disapproval shall be limited to inadequacy or defect in form or content and/or noncompliance with identified applicable provisions of this Ordinance. The Zoning Administrator may, at his discretion, request consultation with the Planning Commission prior to his approval or disapproval of the site plan.
- D. If the proposed development requires issuance of a Special Land Use Permit, the Zoning Administrator shall transmit his findings as described in paragraph C. above, to the Planning Commission along with a copy of the site plan and covering letter. The proposer of the development shall be notified of the status of his requested site plan approval.

- E. If the proposed development requires a rezoning of land, the Zoning Administrator shall transmit his findings as described in paragraph C., above, to the Township Board which shall follow the amendment procedure as provided in Article XV (15). The site plan or scaled drawing and cover letter shall accompany the Zoning Administrator's findings. The proposer of the development shall be notified of the status of his requested site plan or scaled drawing for approval.
- F. If the proposed development requires a Variance, the Zoning Administrator shall transmit his findings as described in paragraph C., above, to the Board of Appeals which shall follow the Variance procedure as provided in Article XIII (13). The site plan or scaled drawing and cover letter shall accompany the Zoning Administrator's findings. The proposer of the development shall be notified of the status of his requested site plan or scaled drawing for approval.
- G. The decision rejecting, approving, or conditionally approving a site plan shall be based upon the requirements contained in Section 11.03, A. The decision rejecting, approving or conditionally approving a scaled drawing shall be based upon the requirements contained in Section 11.03, B.
- H. A site plan or scaled drawing shall be approved if it contains the information required by this Ordinance and is in compliance with this Ordinance and the conditions imposed thereunder, other applicable Township, County, State or Federal laws, rules or regulations.
- I. The site plan or scale drawing as approved shall become part of the record of approval, and subsequent actions relating to the activity authorized shall be consistent with the approved site plan or scaled drawing, unless a change conforming to this Ordinance receives the mutual agreement of the landowner and approving body.
- J. Upon approval of a site plan, the secretary of the approving body shall, within five (5) days, file with the Zoning Administrator a copy of the approved site plan or scaled drawing.

## ARTICLE VII

### Sign Regulations

#### Section 7.01 – Definitions

- A. Any device designed to primarily inform or attract the attention of persons not on the premises on which the sign is located, provided however that the following shall not be included in the application of the regulations herein:
- B. Signs not exceeding one (1) square foot in area and bearing only property numbers, post box numbers, name of occupants of premises or other identification of premises not having commercial connotations;
- C. Flags and insignia of any government except when displayed in connection with commercial promotion;
- D. Legal notices; identification, informational or directional signs erected or required by governmental bodies;
- E. Integral decorative or architectural features of buildings, except letters, trademarks, moving parts or moving lights; and
- F. Signs directing and guiding traffic and parking on private property but bearing no advertising matter.
- G. For the purpose of determining number of signs, a sign shall be considered to be a single display surface or display device containing elements organized, related, and composed to form a unit. Where matter is displayed in a random manner without organized relationship of elements, or where there is a reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.
- H. The surface area of a sign shall be computed as including the entire area within a regular geometric form, or combination of regular geometric forms, comprising all of the display area of the sign and including all of the elements of the matter displayed. Framed and structural members not bearing advertising matter shall not be included in computation of surface area.
- I. Political and campaign election signs are expressly permitted provided such signs are installed on private property and no sooner than ninety (90) days before the date of the election and are removed no later than three (3) days following the date of the election. The Zoning Administrator shall be empowered to remove any such sign installed on public property or any such sign in violation of the requirements of this section.
- J. Real estate signs and other signs, having no more than thirty-two (32) square feet of sign area, offering the property upon which the sign is located “for sale or lease,” provided such signs are removed within five (5) days of the closing or leasing of the property. The

Zoning Administrator shall be empowered to remove any such sign installed on public property or any such sign in violation of the requirements of this section.

- K. Construction service signs are permitted to be installed on any property for which a Building Permit has been issued until the construction is completed but not longer than seven (7) days thereafter.
- L. Temporary signs announcing school, church, fraternal, and other not-for-profit organization activities provided that such signs do not exceed thirty-two (32) square feet of sign area and are installed no more than thirty (30) days prior to the date of the specific event and are removed within three (3) days after the date of the specific event.
- M. Private garage sale (off site or on site) provided that such signs do not exceed three (3) square feet of sign area, are installed on private property, installed no more than seven (7) days prior to the date of the garage sale and are removed within one (1) day after the date of the garage sale. The Zoning Administrator shall be empowered to tag, date, and/or remove any such sign installed on public property or any such sign in violation of the requirements of this Section.
- N. Traffic control and information signs installed by the Berrien County Road Commission and the Michigan Department of Transportation shall be deemed essential services and exempt from sign regulations.
- O. The Township Board may establish a charge for the removal of any such sign in violation of the terms of this Section reflecting actual cost and expenses incurred by the Township in the removal and disposal of such signs.

### **Section 7.02 – General**

- A. No sign shall project into or be placed within the right-of-way of a street, road or highway except the traffic control and information signs.
- B. There shall be no flashing or intermittent illumination on any sign, nor interference with clear driver vision along any highway, street, road or at any intersection of two (2) or more streets, roads or highways. There shall be no moving signs or sign components other than elements of clocks or thermometers. All illuminated signs shall be so placed as to prevent the rays and illumination therefrom from being cast upon neighboring residences within a residential district and shall be located not less than one hundred (100) feet from such residential district.
- C. The color saturation and hue of any illuminated sign shall be such as to preclude confusion with traffic signals.
- D. All signs are subject to the height regulations of principal buildings for the district in which located.
- E. The placement, frequency, size, height and design of signs shall not deteriorate the scenic environment or contribute to general traffic hazards.

- F. The general regulations provided by Section 7.02 apply to all signs except where the regulations provided by Sections 7.03 through 7.06 establish more stringent requirements in which case the latter shall apply.

### **Section 7.03 – Nonconforming Signs and Billboards**

- A. All signs and billboards erected or constructed after the effective date of this Ordinance shall conform to the regulations as set forth in this Ordinance. Any sign or billboard erected or constructed prior to the adoption of this Ordinance and not conforming to the requirements of this Ordinance shall be deemed a nonconforming structure and shall be subject to the provisions of Section 4.04.
1. A sign, which is deemed to be nonconforming, may not be enlarged or altered in a way which increases its nonconformity.
  2. Should a sign which is deemed to be nonconforming be destroyed by any means to an extent of more than fifty (50) percent of its replacement cost at the time of destruction, it shall not be reconstructed except in conformity with the provisions of this Ordinance.
  3. Should a sign which is deemed to be nonconforming be moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

### **Section 7.04 – Signs in Residential Districts and Residential Mobile Home Districts**

- A. On-site signs relating in its subject matter to the premises on which it is located, or to products, accommodations, services or activities on the premises, are permitted for the following uses only:
- 1 For Home Occupations there may be one (1) sign not to exceed thirty-two (32) square feet and which shall have a ratio between height and width not greater than one (1) to three (3). Said sign may be mounted on the building or on a free standing post or posts which shall be placed in accordance with existing setback regulations.
  - 2 One bulletin or announcement board not exceeding thirty-two (32) square feet in area, in RMH, Residential Mobile Home Districts only.
  - 3 "For Sale" or "For Rent" signs, not to exceed six (6) square feet in area, advertising only the premises on which erected.
  4. In subdivision developments, one (1) subdivision sign advertising the sale of dwellings or lots having an area of not more than thirty two (32) square feet and having an overall height of not more than twelve (12) feet above the grade.

5. One (1) trespassing, safety or caution sign not over two (2) square feet in area shall be permitted for each two hundred (200) lineal feet of perimeter lot line.

#### **Section 7.05 – Signs on Parking Lots in Any District**

- A. One sign shall be permitted at each point of ingress and egress to a parking lot to indicate the operator, parking rates and directions of movement. Each such sign shall not exceed fifteen (15) square feet in area, shall not extend more than ten (10) feet in height above grade and shall be entirely located on the parking lot. Besides the signs indicated in the preceding sentence, only signs advertising the uses being served by the parking may be erected on a parking lot.

#### **Section 7.06 – Signs in All Other Districts**

- A. Identification and advertising signs are permitted as follows:
  1. Any sign permitted in residential districts.
  2. In AG, Agricultural District only, no more than two (2) onsite signs, neither of which shall exceed thirty-two (32) square feet in area, with total construction of to be no more than twelve (12) foot in height as measured, level from the road bed, shall be permitted. Advertising signs in parking lots shall be included in the computed sign area.
  3. In C, Commercial, CA, Commercial Agricultural, and I, Industrial Districts, one (1) or more on-site signs, the total of all such signs not exceeding a total area of one (1) square foot for each ten (10) square feet of wall surface area facing the front lot line. Advertising signs in parking lots shall be included in the computed sign area.
  4. Off-site signs will be allowed only in AG, Agricultural, CA, Commercial Agricultural, C, Commercial and I, Industrial Districts and only by Special Land Use Permit issued by the Planning Commission.
  5. No off-site sign in items 2 through 4 above shall exceed three hundred (300) square feet surface area and it shall satisfy the height and placement regulations for buildings in the district in which it is located.