

Village of Grass Lake

119 N. Lake Street Grass Lake, MI 49240

Phone: (517) 522-4550 / Website: www.villageofgrasslake.com

TEMPORARY POLE & BANNER SIGN APPLICATION

Filing Instructions:

- This application must be submitted to the Village Office at two (2) weeks prior to the requested installation date. Submitting an application does not guarantee approval.
- Banners may not be installed until the Village Zoning Administrator or their delegate approves the application.
- Banners will not be stored by the Village. Banners must be picked up within 72 hours after being uninstalled.
- Village of Grass Lake DPW staff will hang all banners.
- All Banners must not contain offensive or inappropriate content.
- Pole Banners holds 28”w x 71” Sign Banners display structure holds 4’ x 8’ or 3’ x 6’

Applicant Information:

Name: _____

Organization: _____

Phone No.: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Banner & Event Details:

- Total Number of Banners to be posted: _____
- Requested Installation Date: _____ Requested Removal Date: _____
- Banner Type: Utility Pole Banner OR Sign Banner
- Requested installation location(s):
 - Utility Poles on these streets: _____
 - Events Park Michigan Ave. / S. Union
 - Michigan Ave. / Mt. Hope Village Office / N. Lake St.
- Size of Banner: _____
- Date of event (if applicable): _____

Mandatory Attachments Checklist:

Applicants must attach the following documents before the application can be processed:

- () Non-Refundable Application Fee: \$_____ (Check payable to Village of Grass Lake).
- () Visual Layout: A layout illustration showing all text, colors, logos, & dimensions.

- **Acknowledgement & Signature:**

By signing below, the applicant acknowledges that they have read and agree to comply with the Village of Grass Lake Banner Policy and Code of Ordinances. The applicant accepts full responsibility for the structural integrity of the banners.

Hold Harmless Agreement:

The undersigned Applicant, who is to be in charge of the banner being displayed, is over the age of 18. The applicant also agrees to hold harmless the Village of Grass Lake, the Village of Grass Lake DDA, their officers, agents and employees against any property and/or personal loss, damage, and/or liability that may be suffered or incurred by any of the organizations, their officers and employees, and save all organizations harmless against all claims, demands and cause of action that may be brought against any of the organizations.

Applicant / Organization Representative Signature _____
Date

FOR INTERNAL VILLAGE USE ONLY

- Date Application Received: _____
- Fee Paid: Yes No Waived
- Zoning Administrator/Delegating Authority: Approved Denied
- DPW Notified / Added to Calendar: Completed on: _____
- Applicant contacted to pick up banner: Completed on: _____
- Banner destroyed: Not picked up Damaged Completed on: _____

Notes:

Authorized Signature _____
Date