

## **City of Saline**

### **Temporary Institutional Signs**

Temporary sign permits will be issued to groups/organizations whose event or function meets the following definition of an Institutional Sign: *Temporary signs announcing any annual or semi-annual public, charitable, educational or religious event or function, Section 2.02, page CDA: 21, Saline Code.*

#### **Sign Specifications:**

1. Maximum allowable size shall not exceed 12 sq. ft. per side.
2. Height from the ground to the top of the sign shall be 6' maximum.
3. One (1) sign is permitted on-site and up to three (3) signs permitted off-site.
4. Four incidental signs are permitted, to direct traffic the day of the event, and shall not exceed 3 sq. ft.

#### **Placement:**

1. Signs may be placed up to seven (7) days before the event at an off-site location, and fourteen (14) days before the event on-site of the location of the event.
2. No sign shall be placed on public property or public right-of-way (sidewalk to street or at least 15 ft. from edge of street if no sidewalk is present).
3. Signs shall be placed 5' behind the sidewalk, or at least 15 ft. from the street if no sidewalk is present.
4. Signs cannot be attached to any public trees, rocks, shrubs, utility/telephone poles or street signs.
5. If building mounted, signs should be flat wall signs and not project above the roof line.
6. Permission must be received from the property owner prior to placing signs at all off-site locations.
7. Approved locations for off-site signs include: Dairy Queen, Key Bank, Middle School, Liberty School, Express Tire, Mickey's, UAW, Washtenaw Glass, Saline Mobile Home Park and private residences. All temporary institutional signs require permits issued by the City of Saline.
8. Signs must be removed on the date the permit expires.
9. No permits will be issued for Key Bank from November 20 - January 1.
10. Permits for groups/organizations with events occurring more frequently than annually or semi-annually will receive permits for a prorated number of days.

#### **Permit Requirements:**

1. Permits will be issued for events taking place within the city of Saline only.
2. Applicant is responsible for maintenance of sign (flipped over, flapping paper, etc.)
3. No balloons, pennants, banners, flags or other items may be attached to the sign.

#### **Violations:**

1. Violations of the sign ordinance may result in the issuance of a citation, removal of the sign and/or denial of future permits.