

City of Sylvan Lake Sign Plan Permit Application Information

Pursuant to Section 78-676 through 78-745 of the City Ordinances all Signs must adhere to the Ordinances. A Commercial Zoning Permit application must be filled out in its entirety along with an application fee prior to approval given.

Ground Signs

- Size of ground sign must be shown on a Site plan
- Placement of ground sign must be shown on a Site plan
- Exact location from property lines is necessary
- Maximum height of Ground Sign above grade is necessary
- Precise placement of sign to property based off of street signs
- Only one ground sign is permitted per premises.

Wall Signs

- Placement of wall sign must be shown on a Site Plan
- Lineal footage of building is needed of building
- Wall sign must be shown on frontage of building

Monument Signs

- Monument signs must show all the stuff

Please note if this is a NEW sign installation or just a re-facing of a sign.

Additional permits might be needed and accessed through Bloomfield Township.

NO SCROLLING OR FLASHING SIGNS ARE PERMITTED.

Issuance

Permits may be issued only to licensed persons in compliance with the following provisions.

- *Insurance certificates.* Before a license is issued, the installing company shall submit for filing with the city clerk a valid certificate of insurance, approved by the city attorney, for public liability in the amount of \$100,000.00 for injuries to one person and \$300,000.00 for injury to more than one person, and property damage insurance in the amount of \$25,000.00 for damage to any property due to the actions of himself or any of his agents or employees. Such certificate shall provide for notification of the building official ten days prior to expiration of insurance.
- *Lapsing of insurance.* If at any time, the insurance of any sign erector is permitted to lapse, his license and right to obtain permits shall automatically be revoked.
- *Notification of change.* A sign erector shall notify the building official of any change in address, and if a firm or corporation, any change in ownership or management if other than that indicated on the insurance certificates.