

LANDMARK SIGN APPLICATION

Planning Department, City of Grand Haven
519 Washington Avenue, Grand Haven, MI 49417
Phone: (616) 935-3276 Website: www.grandhaven.org

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Community Development Department located at 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to Brian Urquhart, City Planner, at (616) 935-3276

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadlines are established at **34 calendar days** prior to the Commission meeting.

Filing deadline	Meeting Date
December 10, 2025	January 13, 2026
January 7, 2026	February 10, 2026
February 4, 2026	March 10, 2026
March 11, 2026	April 14, 2026
April 8, 2026	May 12, 2026
May 6, 2026	June 9, 2026
June 10, 2026	July 14, 2026
July 8, 2026	August 11, 2026
August 12, 2026	September 15, 2026
September 9, 2026	October 13, 2026
October 7, 2026	November 10, 2026
November 4, 2026	December 8, 2026
December 9, 2026	January 12, 2027



LANDMARK SIGN APPLICATION PROCESS
(see Section 40-709 of the Grand Haven Zoning Ordinance)

1. **Step 1 - Application for Landmark Sign is filed:** An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Incomplete submissions will receive a list of items needed to make the submittal complete. Once an application is deemed complete, a petitioner will be scheduled on the next available Planning Commission's agenda. The meeting shall be held within forty-five (45) days of the date of the receipt of the complete plans and completed application.
2. **Step 2 – Staff Review:** A Landmark Sign Application is reviewed by the Zoning Administrator in accordance with Section 40-709 of the Zoning Ordinance.
3. **Step 3 – Planning Commission meeting:** A meeting shall be scheduled for a review of the application, plans, and of the recommendation of the Zoning Administrator. The applicant will be notified of the date, time and place of the meeting on the application not less than three (3) days prior to such date. The Planning Commission may find that an existing nonconforming sign has achieved a desirable landmark status such that the sign may be fully replaced in kind, the provisions of Section 40-119.04 Nonconforming Structures notwithstanding. One of the following criteria must be met to be considered a landmark sign:
 - A. Sign must be exemplary technology, craftsmanship, or design of the period in which it was constructed.
 - B. Sign is integrated into the architecture of a significant building or structure.
 - C. Sign demonstrates extraordinary aesthetic quality, creativity, or innovation as determined by the Planning Commission.



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1. Project Information

Address/location of property: _____
Bldg. elevation width: _____ Bldg. elevation height: _____
Name of Development: _____ Parcel #: _____
Current Use: _____ Zoning District: _____

2. Applicant

Name: _____
Company: _____
Address #: _____

Phone #: _____
Fax #: _____
Email: _____

3. Property Owner

Name: _____
Address: _____

Phone #: _____
Fax #: _____
Email: _____

4. Required Attachments *(see page 2 of this application for additional information)*

- PDF + 5 copies of application
- PDF + 5 copies of sign artwork
- PDF + 5 copies of image of sign on building/site elevation
- Application requires signature of property owner unless an affidavit is provided
- Required fee
- PDF + 5 copies of narrative addressing Section 40-709, and documented historical significance of sign

5. Details of the Sign *(please identify materials and colors to be used)*

6. Type of Sign(s)

Wall _____
Ground _____
Other _____

7. Size of Sign(s)

Width: _____ Height: _____
Depth: _____ Total Square Feet: _____

8. Materials/Style

Metal: _____ Wood: _____
Plastic: _____ Painted: _____
Other: _____



By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will ensure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Property Owner: _____ Date: _____

Print Name: _____

Office Use Only

Case #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____

