

## LANDMARK SIGN APPLICATION

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

<b>Filing deadline</b>	<b>Meeting Date</b>
December 11, 2024	January 14, 2025
January 8, 2025	February 11, 2025
February 5, 2025	March 11, 2025
March 12, 2025	April 15, 2025
April 9, 2025	May 13, 2025
May 7, 2025	June 10, 2025
June 4, 2025	July 8, 2025
July 9, 2025	August 12, 2025
August 6, 2025	September 9, 2025
September 10, 2025	October 14, 2025
October 8, 2025	November 11, 2025
November 5, 2025	December 9, 2025
December 10, 2025	January 13, 2026



**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: \_\_\_\_\_

