



*"Heart of the Lakes"*

## City of Keego Harbor

### Building Department

2025 Beechmont  
Keego Harbor MI 48320

### ANNUAL PORTABLE A-FRAME SIGN, BANNER PERMIT OR FLAG SIGN

Date: \_\_\_\_\_

Permit No.PSA\_\_\_\_\_

- ☐ A-Frame/ Sign (One Sign Allowed)
- ☐ Banner (Once a year for 30 day)
- ☐ Flag Sign (Three Flags Maximum, Once a year for 30 day)

The undersigned applies for a permit to place a portable sidewalk sign under the provisions of the Zoning Ordinance, according to the following statements:

Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Placement Date \_\_\_\_\_ Removal Date \_\_\_\_\_

Sign/Banner location in accordance with Ordinance \_\_\_\_\_

Address of sign/banner location \_\_\_\_\_

Owner of Business \_\_\_\_\_

Business Name \_\_\_\_\_

Phone \_\_\_\_\_

Before any permit is granted for placement of a portable sidewalk sign, the following requirements must be met:

1. The Business must be registered with the City and all Fire Department Regulations met.
2. Written consent of the owner/lessee of the premises upon which the sign is to be placed.
3. Specifications shall be filed with the Zoning Administration showing the dimensions and distance in accordance to the Zoning Ordinance.

Banners being placed over the roadway

1. Application and Specifications for Banner over a roadway must be submitted to City Council for approval by resolution.
2. City must submit the resolution and specifications to Oakland County Road Commission 3 days before banner is placed.

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Signature of Applicant/Business Owner

**Department of Planning**

Approved By: \_\_\_\_\_

A-Frame/Sidewalk Sign Permit Fee: \$50.00 (One Sign Allowed, Sign May Only be Displayed During Business Hours)

Flag Sign Permit Fee: \$25.00 (Three Flags Maximum for 30 Days)

Banner Sign Permit Fee: \$35.00

Size of sign/banner in accordance to the Ordinance \_\_\_\_\_