



Denise Blakeslee, Planning & Zoning Administrator  
 City Hall  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805 (phone)  
 dblakeslee@manisteemi.gov

## SPECIAL EVENT SIGNAGE REQUEST

Please Print

Under Section 2101.A.8 City Council may approve exceptions to Article 21 Signs of the City of Manistee Zoning Ordinance for signage for community events. Permission must be granted from private property owners before signs can be installed for Council approved events. Requests must be received no later than 10 days before the next regularly scheduled Council Meeting to be placed on the agenda.

*Under no circumstance are signs to be installed in the City right-of-way (area between the sidewalk and curb if there is no curb signs need to be placed at least 15 feet from the edge of the street.* If your event is proposing to post signs to promote your event you must complete the following:

EVENT SIGNAGE		
Event Name:		
Date of Event:		
Reoccurring Event (specify):		
SIGNAGE INFORMATION		
Number of Signs Proposed:		
Types of Sign(s):		
Size of Sign(s):		
Proposed Location of Sign(s):		
Date Signs to be installed:	Date Signs to be removed:	
CONTACT INFORMATION		
Person(s)/Organization(s) Making Request:		
Main Contact Person:		
Address:		
Phone:	Cell:	Email:
AUTHORIZATION		
<i>I hereby certify that the locations for the proposed signage have been authorized by the owner(s) of the property and that signs will not be placed in the MDOT or City Right-of-way. All information submitted on this application is accurate to the best of my knowledge.</i>		
Signature: _____		Date: _____
Office Use Only		
<input type="checkbox"/> Request complete/Forward to City Council for Consideration		
Notes:		
Signature: _____		Date: _____