



ORDINANCE DIVISION  
 NOVI COMMUNITY DEVELOPMENT  
 45175 TEN MILE ROAD  
 NOVI, MI 48375  
 (248) 347-0415  
 Fax (248) 735-5600

**TEMPORARY PROMOTIONAL SIGN PERMIT REGISTRATION  
 By Special Resolution of the Novi City Council  
 Subject to Chapter 28 of the City Code**

Name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_

Business phone number: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Names and phone numbers of persons erecting and removing sign \_\_\_\_\_

**Requirements:**

- 1 One sign per business is authorized. The sign shall be in the nature of a business sign, as defined in Section 28-1 of the City Code, which means it must direct attention to a business or profession conducted or to a product, service, or activity sold or offered upon, the premises where such sign is located, and may only reference the name of the business at the premises, and the profession conducted thereon, or the product, service, or activity sold at the premises.
- 2 The sign must be a ground pole or portable sign as defined in Section 28-1 of the City Code, meaning a freestanding sign not permanently anchored or secured to either a building or the ground.
- 3 The sign shall not exceed 20 square feet (e.g., 48" X 60") in area and shall not be in excess of six (6) feet in height.
- 4 The sign shall not be placed on public property or in the public road right-of-way or any roadway easement.
- 5 This one time only permit is valid only between Monday August 26, 2019 and Monday September 2, 2019. The permitted sign must be removed by the applicant by September 2, 2019.
- 6 **Applicant hereby authorizes the City of Novi to enter upon the property, or any adjacent property necessary to access the sign, to remove the sign if it is not removed by the applicant within the time specified above or does not comply with requirements 1-4, and hereby releases and waives any claims of liability on the part of the City for any damage done to the property or sign, and to indemnify and hold harmless the City from any claims as a result of the City's actions, including damage done to the property or adjacent property as a result of the removal.**
- 7 As an event authorized specifically by the City Council, the City Council retains the right to alter or amend its authorization and to cancel, rescind, or revoke the same, with or without notice, and any individual or entity who undertakes to participate in or take any action under this authorization acknowledges that this authorization created no rights inconsistent with the reservation of all such rights to the City and bears all risk of such cancellation, rescission, or revocation, including the loss of any benefit of the additional sign and/or the cost of the sign.
- 8 I agree to comply completely with the aforementioned requirements.

**All applications submitted via mail *must* be addressed to:**

**Code Compliance Division  
 Community Development  
 45175 Ten Mile Road  
 Novi, MI 48375**

In Addition:

1. Provide a sketch at the bottom of this page illustrating what will be included on the sign, type of sign, along with the location and position of sign in relation to nearby buildings, structures, and property lines.

\_\_\_\_\_ Name of person authorized to sign

\_\_\_\_\_ Company name (if applicable)