



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 85-01	DATE: 2/20/85
REVISIONS:	
ISSUED BY: City Manager	SIGNED <i>10/11/85 - J. Campbell</i>

SUBJECT: NEIGHBORHOOD BUSINESS DISTRICT IDENTIFICATION SIGNS AND DIRECTORIES

PURPOSE: To establish the policy for preparing plans, specifications, bid documents, and inspection and/or easements or license agreement to install, maintain, and remove Business District Identification Signs or Directories as part of the Neighborhood Business Improvement Program (NBIP).

POLICY:

BACKGROUND

Better identification of a business area is an important ingredient of its revitalization. A policy preparation of plans, installation, ownership, maintenance, insurance, etc. of signs.

1. General

The Business District Identification Signs and Directories shall be considered official City signs as described in Section 5.24 of the City Code.

2. Size, Type, and Location

City Planning Department and Neighborhood Business Specialists will work with the business association to determine the size, type, number, and general location of signs.

3. Preparation of Plans, Specifications, Bid Documents, and Inspection of Work

After Planning staff has determined the size, type, number, and general location of the signs, the City Engineer will be responsible for preparing plans and specifications, bid documents, awarding contracts, and project inspection.

4. Encroachment Permits and Easements

The City Engineer will secure easements or license agreements to construct, maintain, and remove signs and/or directories that are placed on private property.

5. Transfer of Ownership

In those cases where the sign is to be owned by the business association, the Planning Department will obtain an agreement with the business association prior to the construction of the sign. This agreement will provide that the business association will take ownership of the sign upon the satisfactory completion of the construction.