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|----------------------|-----------------------|
| <b>City Council</b>  |                       |
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| <b>Mayor Pro Tem</b> | Liz Sierawski         |
| <b>Councilwoman</b>  | Deanna Koski          |
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| <b>Councilwoman</b>  | Maria G. Schmidt      |
| <b>Councilman</b>    | Henry Yanez           |
| <b>Councilwoman</b>  | Barbara A. Ziarko     |
|                      | Mark D. Vanderpool    |
| <b>City Manager</b>  |                       |

## Frequently Asked Questions

### Short-term Temporary Signs

#### Do I need to register my sign?

- **Residential properties** – **No.** Registration is not required. However, signs must be:
  - No larger than three (3) sq. ft. each.
  - No more than nine (9) sq. ft. total signage.
- **Vacant residential properties** – **Yes.** Registration is required. You may register online at <https://www.sterling-heights.net/1415/Short-Term-Temporary-Signs>. Signs must be:
  - No larger than three (3) sq. ft. each.
  - No more than nine (9) sq. ft. total signage.
- **Commercial properties** – **Yes.** Registration is required. You may register online at <https://www.sterling-heights.net/1415/Short-Term-Temporary-Signs>.
  - No larger than twelve (12) sq. ft. each.
  - No more than forty (40) sq. ft. total signage.

#### Do I have to fill my registration out online or can I get a hard copy application?

- Hard copy registration applications are available at the City Clerk's Office.

#### How long can I leave my sign up?

- **Residential properties** – There is no restriction when a sign can be put up, however, it must be removed within seven days after it is no longer necessary for, or capable of, fulfilling its intended purpose.
- **Vacant residential & commercial properties** – Registration of a short-term temporary sign is valid for 90 days. One renewal for an additional 90 days is allowed, however, all signs must be removed within seven days after it is no longer necessary for, or capable of, fulfilling its intended purpose.

#### Can I complete one application for multiple signs?

- No. Only one sign is allowed per application.

**Will I receive a confirmation of my sign registration?**

- Yes. You will receive an email confirming your sign registration, usually within 24 hours of submittal. You may not put up signs until you have received confirmation.

**Who can give me permission to put up on a property?**

- The property owner or person with authority over the property may grant permission. If the property is being leased, it is important to inquire who retains the authority to give permission. In most instances, the leasee retains the right to give authority.

**Can I put my sign up in a public right-of-way or public easement?**

- No. Signs that are placed in the public right-of-way or public easement, on residential or commercial properties, will be removed by the City without notice.

**Does anyone else have permissions for signs on a property?**

- A list of current Active Short – Term Temporary Sign Registrations can be found online at <https://www.sterling-heights.net/1415/Short-Term-Temporary-Signs>.

**I submitted registrations for signs at a commercial address totaling 40 sq. ft. Why are others allowed to place signs on the property?**

- Registration confirmation does not mean that all other signs are prohibited. A property may give permission to more than one requester. A requester may not simply "reserve" the full 40 square feet. Signs that were registered first will have priority. However, if a sign is registered but not installed, signs that were registered later may be put up on the same property.

**What happens if I put up a sign without a registration?**

- Code Enforcement will attempt to contact you or the property owner to give you four (4) hours to remove the sign. If they cannot reach you, Code Enforcement will place a tag on the sign and you will have 48 hours to remove it. If the sign is not removed, Code Enforcement will collect the unregistered sign.

**How do I get my unregistered sign back after it is collected by Code Enforcement?**

- You may pick up your unregistered sign from the Building Department ten (10) days after it is collected for a fee of \$5.00 per sign.