



Sugar Springs Property Owners Association
5477 Worthington Court
Gladwin, MI 48624
989/426-4111
www.sugarsprings.net

REQUEST FOR SIGN PLACEMENT WITHIN BOUNDARIES OF SUGAR SPRINGS

Name of Requesting Party: _____ Mbr # (if applicable) _____

Mailing Address of Requesting Party:

Location of Sign Placement: REALM _____ LOT NUMBER _____

Name of Contact Person: _____

Phone Number(s) of Contact Person: _____

Requirements for placement for Real Estate for sale signs:

- Signs cannot exceed six (6) square feet in size and shall be constructed of natural materials and/or finished in natural colors.
- If being placed by a company, the company name and contact phone number must be clearly visible on sign
- Only one sign can be placed on a property unless the following conditions are met.
 - Two signs can be placed on lots that face either the golf course or lakefront. Two signs at all other locations are prohibited.
- Placement of signs on commons property is not allowed. The responsibility for this determination is the person placing the sign. Non-conformance to this requirement will result in revocation of this approval.
- Once per month (no later than the tenth day of the following month) the Real Estate Broker must provide an electronic spreadsheet to the Sugar Springs Property Owners Association with a summary of all real estate signs placed by the real estate firm, broker or agent. This spreadsheet must at a minimum include the following information:
 - Realm and Lot Number of property where sign(s) was placed.
 - Address of property where sign(s) were placed, if available.
 - Number of signs placed
 - Name of party placing the sign
 - Responsible party contact information
 - Date of sign placement.

- The required spreadsheet must include the current listings of all signs placed by the real estate firm, broker within Sugar Springs boundaries, not just for the current month (e.g., a running summary of signs).
- The real estate firm must remove signs from the spreadsheet when the listing is terminated.
- Contractor must remove signs upon completion of work or for a maximum of six months (whichever comes first).
- Directional signs (arrows) may be used only on weekends (Friday through Sunday) and public holidays.
- Failure to follow these procedures will result in revocation of this approval.
- Placement of all political signs shall be referred to the Sugar Springs POA General Manager.

Requirements for placement of signs by owners and contractors:

- Property owners must obtain vacant lot For Sale signs from POA office
- House For Sale by Owner requires prior approval by Agent for the Board of Directors and/or Architectural & Environmental Control Committee
- Contractor signs must be approved by the Agent for the Board of Directors and/or Architectural & Environmental Control Committee

I have read and understand the requirements and procedures for placement of For Sale signs within the boundaries of Sugar Springs and agree to follow the requirements listed in this document.

Agreed to by:

Signature

Date

SSPOA Architectural & Environmental Control Committee Approval:

Signature

Date

Vacant Lot For Sale Sign \$20.00 Rec'd on _____ Cash / Ck# _____ / Credit Card
--