

RESOLUTION NO. \_\_\_\_\_

VILLAGE OF STOCKBRIDGE  
DOWNTOWN DEVELOPMENT AUTHORITY  
(Enacted May 1, 2017)

**A RESOLUTION TO  
APPROVE THE 2017 AMENDMENT  
TO THE VILLAGE OF STOCKBRIDGE  
DOWNTOWN DEVELOPMENT AUTHORITY'S DEVELOPMENT PLAN,  
PURSUANT TO THE PROVISIONS OF ACT 197  
PUBLIC ACTS OF MICHIGAN OF 1975, AS AMENDED**

WHEREAS, the Village of Stockbridge (hereinafter, the "Village") created the Stockbridge Downtown Development Authority (hereinafter, the "SDDA") by Ordinance in the mid-1980's, and charged it with its statutory responsibility for developing and implementing a Development Plan; and

WHEREAS, the SDDA adopted a proposed Development Plan and Tax Increment Finance Plan (hereinafter, the "Plan") in the mid-1980's, which was forwarded to the Village and subsequently approved by Ordinance pursuant to the provisions of Act 197 of the *Public Acts of Michigan of 1975*, as amended (hereinafter, the "Act"); and

WHEREAS, the SDDA and the Village have amended the Tax Increment Finance Plan and/or the Development Plan on several occasions since its initial adoption to include, among other things, new Development Plans and to expand the Tax Increment Finance District; and

WHEREAS, the SDDA determined in 2017 that the Tax Increment Finance Plan and Development Plan required additional Amendments to incorporate additional information into it regarding the SDDA's proposals to: 1) institute an annual SDDA Logo and Branding Program as a subset of the Community Promotions Program first adopted in 2014; 2) Institute an annual Holiday Decoration Program; 3) Expand the amount of money authorized to be spent annually under the Community Development Program; 4) Institute an annual Small Business Saturday/Shop Downtown Program; 5) Expand the amount of money authorized to be spent on an annual basis under the Banner and Bracket Program; 6) institute an annual SDDA Downtown Beautification Program; and 7) construct and install Way Finding Signs in the Village of Stockbridge.

IT IS THEREFORE RESOLVED that the *Stockbridge Downtown Development Authority 2017 Development Plan and Tax Increment Financing Plan Amendment to Incorporate New Projects and/or Expand Existing Projects*, as attached hereto, is approved by the SDDA and is to be submitted to the Village for approval, in accordance with the Act.

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Adopted at a Special Meeting of the Village of Downtown Development Authority held on the 1st day of May, 2017

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**Village of Stockbridge  
Downtown Development Authority**

\_\_\_\_\_  
By: C.G. Lantis  
Its: Chairperson

**CERTIFICATION**

I certify that the above is a true and complete copy of Resolution No. \_\_\_\_\_ adopted by the Village of Stockbridge Downtown Development Authority at a Special Monthly Meeting held on the 1<sup>st</sup> day of May, 2017.

**Village of Stockbridge  
Downtown Development Authority**

\_\_\_\_\_  
By: Teresa Miller  
Its: Secretary

Drafted by: John L. Gormley (P53539)  
Attorney for the Village of Stockbridge DDA  
Gormley and Johnson Law Offices, PLC  
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**STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY  
2017 DEVELOPMENT PLAN  
AND TAX INCREMENT FINANCING PLAN  
AMENDMENT TO INCORPORATE NEW PROJECTS AND/OR  
EXPAND EXISTING PROJECTS**

Pursuant to the requirements of MCL 125.1664(2), the Stockbridge Downtown Development Authority (hereinafter, the “SDDA”) recommends that the following Amendments be incorporated into the SDDA’s Development Plan:

1. The boundaries of the Plan’s Tax Increment Finance District are set forth in the map contained on Page IV of the July 3, 1995 Plan Amendment, and are not altered by this Amendment.
2. The location and extent of existing streets and other public facilities within the development area are set forth in the Maps contained on Pages 12–14 of the original Plan. The SDDA’s District Zoning Map was contained on Page 13 of the original plan. The zoning map has subsequently been altered with the adoption of a new zoning Ordinance in 2005. The new Zoning Map is attached hereto as Exhibit A and incorporated herein by reference. The Zoning Map sets forth the designated location, character, and extent of the categories of public and private land uses existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses. The legal description of the development area is described as being located in the Village of Stockbridge, County of Ingham, to wit:

*See Legal Description of the District contained in pages 24-26 of the July 3, 1995 Plan Amendment; and which are not changed in this Amendment.*

3. The description of the existing improvements in the area to be demolished, repaired or altered, a description of any repairs or alterations, and an estimate of the time required for completion.
  - 3.1 The SDDA proposes to repair and alter the following existing improvements:
    - 3.1.1 No change in this Plan Amendment to this Section.
  - 3.2 The time for completion of most of these projects is applicable, as no change is proposed in this Plan Amendment to this Section.
4. The description of the location, extent, character, and estimated cost of the improvements, including rehabilitation, contemplated for the development area and an estimate of the time required for completion, signage or signalization.

4.1 The SDDA proposes to add the following improvements:

4.1.1 Way Finding Sign Project - the SDDA intends to install new way finding signs within the Village of Stockbridge to assist the public in finding municipal, school, major roadways, and/or other civic businesses/churches at a total cost not to exceed \$30,000.00 over five (5) years. The signs will comply with all applicable standards under the Uniform Manual of Traffic Control Devices published by the State of Michigan. An example of the signs is attached as Exhibit B. A quote for the signs to be installed in the spring/summer 2017 is attached as Exhibit C. All signs will be installed in the public right-of-way. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e). The project will be completed over five (5) years between 2017 and 2021.

4.2 The time for completion of most of these projects is sometime between the 2017 and 2021 construction seasons. Signs will be designed and installed over the next five (5) years, dependent on budgeting, weather, and time limitations of Sign works, the builder and installer. The costs outlined above are based on general construction and installment costs and the quote contained as Exhibit C being used as a guide for all the signs to be installed.

5. The following is a statement of the construction, or stages of construction, planned and the estimated time for completion of each stage.

5.1 The project contained in paragraph 4.1 will be done in one to three stages of construction which is anticipated to be completed up to five (5) construction season (spring to fall of a given year). This project will be completed between 2017 and 2021.

6. The description of any part of the development area to be left as open space and the use contemplated for the space is contained in Section 1.1.1 of the 2001 Plan Amendment.

No change proposed in this Plan Amendment to this Section.

7. The following is a description of any portion of the development area that the Authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.

7.1 The SDDA intends to donate the Way Finding Signs to the Village of Stockbridge for maintenance, once installed.

8. The following is a description of desired zoning changes, and changes in streets, street levels, intersections, or utilities.

No change proposed in this Plan Amendment to this Section.

9. The following is an estimate of the costs of the development, a statement of the proposed method of financing the development, and the ability of the authority to arrange the financing.

- 9.1 The SDDA proposes to finance the project set forth in Paragraph 4 through the capture of tax increments to pay the construction costs. The SDDA may also utilize any of the following financing mechanisms:

- 9.1.1 Any Tax increment revenue bonds issued by the Village, pursuant to Section 16(1) of the DDA Act;

- 9.1.2. Any Tax increment revenue bonds issued by the SDDA, pursuant to Section 16(2) of the DDA Act;

- 9.1.3. Other advances from the Village repayable from tax increment revenues of the SDDA, which advances may be financed through obligations incurred by the Village under the Local Building Authority Act or other authorizing statutes;

- 9.1.4 Tax increment revenues on a pay-as-you-go basis; and

- 9.1.5. Other Federal or State grants or contributions, not specified above.

- 9.2 The costs of the specific projects to listed in Paragraph 4 above is as follows:

- 9.2.1 The project anticipated in paragraph 4.1.1 is anticipated to be \$30,000.00.

- 9.3 The SDDA has the ability to arrange financing, as it is anticipated each project will be fully funded from tax increment revenues saved up by the SDDA on a pay-as-you-go basis before the project is started.

10. The following is a designation of the person or persons, natural or corporate, to whom all, or a portion of the development is to be leased, sold, or conveyed in any manner, and for whose benefit the project is being undertaken, if the information is available to the authority.

- 10.1 The Way Finding Sign Project is for the general public, as such the signs will be donated to the Village once built and installed.

- 10.2 Village Parking Lot on northeast corner of North Clinton and East Main Street. The SDDA owns a small parcel of property, commonly known as 33-42-16-26-109-003 and legally described as N 23 FT. OF LOT 4 BLOCK 8 VILLAGE OF STOCKBRIDGE, which is directly north of the municipal parking lot on the northeast corner of Main Street and Center Street. This

parcel is basically unimproved, but provides access from North Clinton to the parking lot.

The SDDA, also, previously owned another parcel of property, commonly known as 33-42-16-26-109-006 and legal described as LOT 3, BLOCK 8 VILLAGE OF STOCKBRIDGE. That parcel was located directly to the east of the municipal parking lot on the northeast corner of Main Street and North Center Street. The SDDA already was authorized to transfer this property to the Village pursuant to the terms of a previously approved plan amendment, for future Village development, as the parcel was outside the TIF District and the SDDA could not spend TIF revenues to improve it.

Parcel 33-42-16-26-109-003 is also not located within the TIF District, therefore the SDDA cannot spend TIF revenues to improve the property. The SDDA proposes to transfer the remaining above identified parcel (33-42-16-26-109-003) to the Village of Stockbridge for \$1.00. The Village intends to use this parcel for additional access to the parking lot and to pile snow on during the winter from the parking lot. Once this Plan Amendment is approved, the SDDA Attorney is authorized to prepare a Quit Claim Deed to transfer this parcel (33-42-16-26-109-003) along with the previously approved parcel (33-42-16-26-109-006) to the Village and the SDDA Chairperson is authorized to execute the Deed and the SDDA Attorney is authorized to record same with the Ingham County Register of Deed.

11. The procedures for bidding for the leasing, purchasing, or conveying, in any manner, of all, or a portion, of the development upon its completion, if there are no express or implied agreements between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold, or conveyed, in any manner, to those persons.

No changes proposed in this Plan Amendment to this Section.

12. It is estimated that there are less than 100 persons and families residing in the development area. It is estimated that zero (0) persons or families residing in the development area will be displaced.

Since the Plan does not call for the acquisition of occupied residential property, the Plan does not include a survey of the families or individuals to be displaced (including their income and racial composition); a statistical description of the housing supply in the community (including the number of private and public units in existence or under construction); the condition of those units in existence; the number of owner-occupied and renter-occupied units; the annual rate of turnover of the various types of housing and the

range of rents and sale prices; an estimate of the total demand for housing in the community; and the estimated capacity of private and public housing available to displaced families and individuals.

13. The following constitutes the plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.

Because of the answer to Section 12, no plan for establishing priority for relocation is required.

14. The following shall constitute the provisions for the costs of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the *Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, being Public Law 91-646, 42 U.S.C. Sections 4601, *et seq.*:

Because of the answer to Section 12, no provision for the costs of relocating persons displaced is included.

15. No persons are being relocated in the development area, but any future relocation will be done in compliance with Act No. 227 of the *Public Acts of 1972*, being Sections 213.321 to 213.332 of the Michigan Compiled Laws.
16. This Plan Amendment also provides for the following other material that the Authority, local public agency, or governing body, considers pertinent:

- 16.1 Community Promotions - in the 2014 Plan Amendment, the SDDA stated in Section 16.3:

- 16.3 Community Promotions Budget - The SDDA will be sponsoring a general advertising, marketing and brochures for the downtown district each year to bring business and customers into the downtown district at a cost not to exceed \$5,000 per year. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e).

After operating under that Plan Amendment for several years, the SDDA has determined to modify it accordingly for 2017:

- 16.1 Community Promotions Budget - The SDDA will be sponsoring a general advertising, marketing and brochures for the downtown district each year to bring business and customers into the downtown

district at a cost not to exceed \$20,000 per year. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e).

16.1.1 Logo and Branding - the SDDA will spend up to \$1,000.00 on a logo and branding project for the Stockbridge Downtown Development Authority. The money is to be spent between 2017 and 2020. The expenses will be in accordance with the SDDA's bidding policy. This Logo and Branding is to be considered part of the Community Promotions category. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e).

16.2 Holiday Decorations - the SDDA is authorized to spend up to \$10,000 per year in holiday decorations for the Village to support the local business in attracting customers for such holidays, as Easter, Christmas, Halloween, Thanksgiving, etc. The intent of the program is to decorate the downtown with the intent of making the core downtown more attractive to assist businesses by drawing customers into the downtown district during these holiday times. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e).

16.3 Banner & Bracket Program - in the 2014 Plan Amendment, the SDDA stated in Section 16.10:

16.10 Banner and Bracket Program - the SDDA is sponsoring a Banner and Bracket program in the downtown district each year to hang brackets onto the existing light poles, previously installed by the SDDA, to decorate the town with the intent of making the core downtown more attractive to assist businesses by drawing customers into the downtown district at a cost not to exceed \$5,000 per year. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e).

In 2017, the SDDA has determined to modify the Banner & Bracket Program as follows:

16.3 Banner and Bracket Program - the SDDA is sponsoring a Banner and Bracket program in the downtown district each year to hang brackets onto the existing light poles, previously installed by the SDDA, to decorate the town with the intent of making the core downtown more attractive to assist businesses by drawing customers into the downtown district at a cost not to exceed \$15,000 per year. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e).



- 16.4 Small Business Saturday/Shop Downtown Program- the SDDA is sponsoring a Small Business Saturday/Shop Downtown Program in the downtown district each year to attract shoppers to the downtown business on Saturdays, at a cost not to exceed \$5,000 per year. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e).
- 16.5 Downtown Beautification Program - the SDDA is sponsoring a Downtown Beautification Program in the downtown district each year with the intent to beautify the town with trees, flowers, and other general appearance improvements not specific for any holiday or event for making the core downtown more attractive to assist businesses by drawing customers into the downtown district. The cost of the Downtown Beautification Program is not to exceed \$10,000 per year. The source of funding is TIF revenues, pursuant to MCL 125.1661(1)(e).
17. This Development Plan does not provide for improvements related to a qualified facility, as defined in the *Federal Facilities Development Act*, Act No. 275 of the *Public Acts of 1992*.
18. The original 1986 Plan states that its duration will “terminate upon the completion of those projects specified in the development schedule” (Table 1). The 1992 Plan Amendment does not appear to have addressed the duration of the Plan. The 1995 Plan Amendment states that the “duration of the Plan is limited to the implementation of the goal [sic] and objectives.” Pursuant to the 2004 Amendment, the capturing of tax increment revenues shall continue through taxes levied in 2014, or such later year when all obligations of the SDDA payable from tax increment revenues have been retired or satisfied. The Development Plan shall be effective until the purposes of the Development Plan are completed. The First 2009 Amendment extended the Plan until 2020. This 2014 Plan Amendment extended the duration of the Tax Increment Finance and Development Plan until 2039 to complete the implementation of the goals and objectives contained herein in the Plan, as amended.
19. The estimated impact of Tax Increment Financing on all taxing jurisdictions in which the SDDA’s Development Area was originally addressed by the SDDA in previous Amendments. This Amendment provided updated information in regards to this matter through 2039, as provided by the Village Clerk Debbie Nogel. See Exhibit F. Additionally, the SDDA states:

Tax Increment Financing permits the SDDA to capture Tax Increment Revenues (as defined below) attributable to increases in the value of real and personal property in the Development Area. The Tax Increment Finance procedure is governed by Act 197 of the *Public Acts of 1975*, as amended (the “DDA Act”). The procedures outlined below are the procedures

provided by the DDA Act effective as of the date this Plan is adopted, but are subject to any changes imposed by future amendments to the DDA Act.

The Tax Increment Revenues are generated when the Current Assessed Value of all properties within the Development Area exceed the Initial Assessed Value of the properties. The amount in any one year by which the Current Assessed exceeds the Initial Assessed Value is the Captured Assessed Value.

**Initial Assessed Value:** When the Village Council enacted the Original Plan by Ordinance in 1986, the Initial Assessed Value of the Development Area was established as the assessed value, as equalized, of all the taxable property within the boundaries of the Development Area at the time that Ordinance was approved, as shown by the then most recent assessment roll of the Village for which equalization had been completed, prior to the adoption of the 1986 Original Plan by Ordinance. Property exempt from taxation at the time of the determination of the Initial Assessed Value was included as zero. However, in determining the Initial Assessed Value, property for which a “specific local tax” was paid in lieu of a property tax was not considered to be property that was exempt from taxation. A “specific local tax” is defined in the DDA Act and includes “Industrial Facilities Taxes” levied under 1974 PA 198, taxes levied under the *Technology Park Development Act*, 1984 PA 385, and taxes levied on lessees and users of tax-exempt property under 1953 PA 189. The Initial Assessed Value or Current Assessed Value of property subject to a specific local tax was determined by calculating the quotient of the specific local tax paid divided by the *ad valorem* millage rate, or by other method as prescribed by the State Tax Commission.

**Current Assessed Value:** Each year the “Current Assessed Value” of the Development Area will be determined. The Current Assessed Value of the Development Area is the taxable value of the property in the Development Area.

**Captured Assessed Value:** The amount by which the Current Assessed Value exceeds its Initial Assessed Value in any one year is the “Captured Assessed Value.”

**Tax Increment Revenues:** For the duration of the Plan, taxing jurisdictions will continue to receive tax revenues based upon the Initial Assessed Value of the Development Area. The SDDA will receive that portion of the *ad valorem* tax levy of all taxing jurisdictions on the Captured Assessed Value of the taxable property in the Development Area, other than the State, local school district, intermediate school district tax levies, and specific local taxes attributable to such *ad valorem* property taxes (the “Tax Increment

Revenues”), subject to limitations and exemptions which may be contained in the DDA Act, this Tax Increment Financing Plan, and the provisions of any agreements for the sharing of Captured Assessed Value.

Increases in the Current Assessed Values which generate Tax Increment Revenues can result from any of the following:

- a. Construction of new developments;
- b. New rehabilitation, remodeling, alterations, or additions; and
- c. Increases in property values which occur for any other reason.

Tax Increment Revenues can be used as they accrue annually, can be held to accumulate amounts necessary to make improvements described in the Plan, or can be pledged for payment of bonds or notes issued by the SDDA or the Village under the DDA Act. Further, the SDDA may not borrow money or issue revenue notes without the prior approval of the Village. The SDDA may expend tax increment revenues only in accordance with this Plan; surplus revenues revert proportionally to the respective taxing jurisdictions.

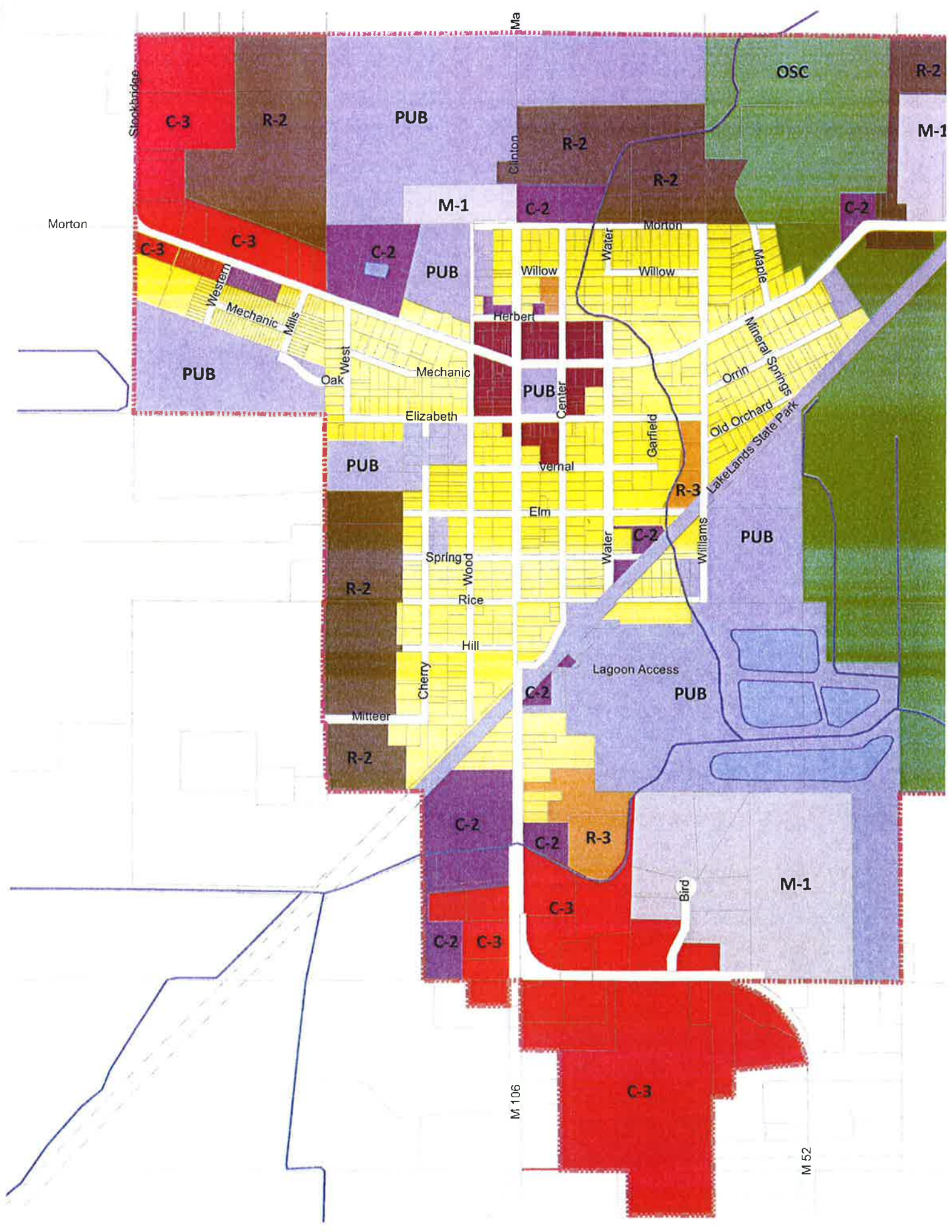
20. **Adoption of these Amendments.** The Village of Stockbridge, before adopting an Ordinance approving these 2016 Amendments, shall hold a public hearing on this development plan and seek input and approval from the Citizens Advisory Committee, if one forms. At the time of the hearing, the Village Council shall provide to all interested persons an opportunity to be heard and shall receive and consider communications in writing with reference thereto. The hearing shall provide the fullest opportunity for expression of opinion, for argument of merits, and for introduction of documentary evidence pertinent to the Development Plan. The Village Council shall make and preserve a record of the public hearing, including all data presented at that time. All provisions of the Original 1986 Plan, 1992 Plan Amendment, 1995 Plan Amendment, 2004 Plan Amendment, 2006 Plan

Amendment, 2008 Plan Amendment, the First 2009 Plan Amendment, the Second 2009 Plan Amendment, the 2011 Plan Amendment, the 2013 Plan Amendment, the 2014 Plan Amendment, and the 2016 Plan Amendment not modified by these Amendments to the Plan shall remain in full force and effect.

Drafted By: John L. Gormley (P-53539)  
Attorney for the Village of Stockbridge DDA  
Gormley and Johnson Law Offices, PLC  
Post Office Box 935  
Fowlerville, Michigan 48836  
(517) 223-3758  
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# **EXHIBIT A**

**2005 Zoning Ordinance Map Per Paragraph 2 of 2017 Plan Amendment**



**EXHIBIT B**

**SIGN DESIGN VALIDATION**



# DESIGN VALIDATION

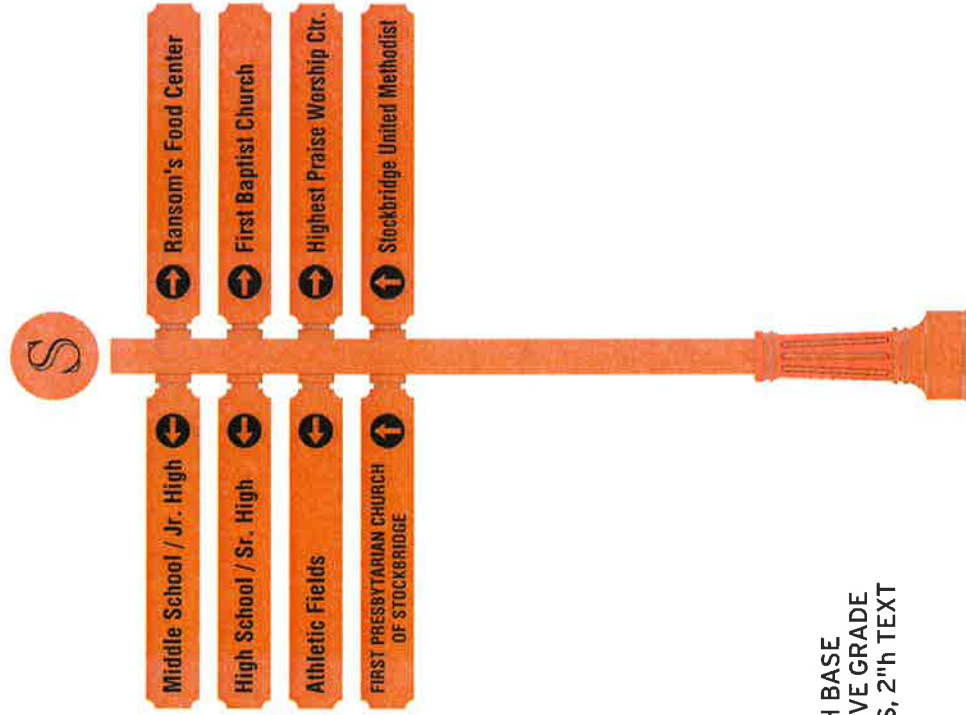
4/26/2017

CLIENT APPROVAL  
(Please Sign and Check Boxes)

 COPY DESIGN COLOR

Signature \_\_\_\_\_

Date \_\_\_\_\_



4"W POST, 24"H BASE  
12' HEIGHT, 9' ABOVE GRADE  
6"h x 36"w PANELS, 2"h TEXT



Your full service source to deliver your message!

Signworks of Michigan, Inc.  
4612 44th Street SE, Grand Rapids, MI 49512  
www.signworksofmi.com • info@signworksofmi.com • Fax: 616-954-2556  
Ph: 616-954-2554 • Muskegon: 231-722-1007 • Grand Haven: 616-850-1007

### Job Info:

Stockbridge  
Street Directional.fs



# DESIGN VALIDATION

4/26/2017

CLIENT APPROVAL  
(Please Sign and Check Boxes)

COPY

DESIGN

COLOR

Signature \_\_\_\_\_

Date \_\_\_\_\_



Your full service source to deliver your message!

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Ph: 616-954-2554 • Muskegon: 231-722-1007 • Grand Haven: 616-850-1007

Job Info:

Stockbridge

Street Directional.fs

**EXHIBIT C**

**SIGN QUOTE 2017  
(construction stage 1)**



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## Quotation Request #38354

5/1/2017

**Prepared For:**

Stockbridge Downtown Development Authority  
Rebecca Dunne  
Stockbridge, MI

**Phone:** 517-416-8663

**Fax:**

**Alt. Phone:**

**Email:** rdunne24@gmail.com

**Prepared By:**

Joey Frass  
Signworks of Michigan, Inc.  
4612 44th Street SE  
Grand Rapids, MI 49512 USA

**Phone:** 616-954-2554

**Fax:** 616-954-2556

**Alt. Phone:**

**Email:** jfrass@signworksofmi.com

**Description:** Directional Signage

Quantity	Description	Each	Total	Taxable
1	Manufacture of Custom Directional Sign (8) total blades; Custom base to match existing; Option top circle plate; Painted custom color; Height 9' above grade	2,400.00	\$2,400.00	✓
1	Installation in Stockbridge, MI Includes installation of 1-5 signs as direct burial into soil	1,000.00	\$1,000.00	
<b>Subtotal</b>			\$3,400.00	
Sales Tax			\$144.00	
<b>Total</b>			<b>\$3,544.00</b>	



Your full service source to deliver your message!

## Quotation Request #38354

5/1/2017

### Project Considerations:

Any job that requires digging assumes normal conditions in soil that is suitable for installation. After an install is complete, excess soil will be leveled on site or hauled away by others. We take great care in our installations to preserve existing landscaping. However, some situations require equipment and/or procedures that may affect landscaping. We will not assume responsibility for damage or restoration due to any alteration of landscaping as a result of the installation.

Prior to any install, we will contact Miss Dig to mark underground public utilities. Customer assumes the responsibility to mark any private utilities and/or sprinkling systems. We will not assume responsibility for damage or restoration for any unmarked utilities or sprinkling systems. Any installation requiring snow removal will be an additional charge and billed accordingly. Installation dates are contingent upon favorable weather conditions.

On-site installations assume reasonable access to the interior and/or exterior sign placement location. Pricing assumes that the placement location is structurally sound. Any alteration or reinforcement required of an existing placement location will be an additional charge and billed accordingly. Projects requiring electrical hookup will be performed within 6 feet of an existing junction box. Primary electrical to the junction box to be run by others. We will properly dispose of all obsolete/old materials, as well as clean up the job site to the best of our ability.

All artwork illustrated is the property of Signworks of Michigan, Inc. Development of artwork is used exclusively for the creation and production of the customer's final product. Files will not be released without compensation for unbilled design work.

All prices are quoted F.O.B. Grand Rapids, MI, unless noted otherwise. Signworks of Michigan, Inc. is not liable for lost or damaged freight. The consignee is responsible to check merchandise upon receipt and note any damaged or missing packages. Failure to contact the freight carrier within 48 hours of receipt will result in acceptance of materials "as is" including quantities.

All "stock" items that are returned are subject to a 20% restocking fee. Custom items cannot be returned for products that have been custom-cut, painted, assembled, sewn, fabricated or created. Signed agreements for custom orders cannot be cancelled once production has begun. Cancellations (at any point) for custom orders will be subject to charges which may include freight, permitting, handling, processing, contracting, design, production and costs for used materials.

All signs and hardware remain the property of Signworks of Michigan, Inc. until paid in full. Signs may be removed at customers expense if balance due is not paid within terms. This quotation is in US Dollars and is valid for 30 days. Pricing is subject to design and engineering approval, as well as verification of the project scope by an on-site survey. Any survey that may be required will be an additional charge and billed accordingly. This proposal reflects only the items listed above. Errors in quantities, interpretation of specifications, and any deviations from this proposal are subject to price adjustments.

Thank you for the opportunity to work on this project. Should you have any questions, please feel free to give us a call.

Sincerely,

Signworks of Michigan, Inc.  
Your full service source to deliver your message!

Visit us at [www.signworksofmi.com](http://www.signworksofmi.com) to view our product gallery and online store.

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**Terms:** This estimate is valid for 30 days. 50% deposit due on signing, balance due upon completion. 3% discount for payment in advance by cash or check.

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**By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.**



*Your full service source to deliver your message!*

**Quotation Request #38354**

**5/1/2017**

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**Signed by**

**Date**

**Amt. Paid Today**