

APPLICATION FOR SIGN PERMIT – PERMANENT SIGNS

CITY OF SALINE, 100 N. Harris St., Saline, MI 48176-1642, Ph: 734-429-8296 ext 2223, Fax: 734-429-5280

APPLICATION USED FOR: All permanent signs, which shall meet the requirements of the Article 12, Zoning Ord. - sign regulations, covenants, or related provisions. A separate application may be required for each sign to be installed.

PERMIT WILL NOT BE PROCESSED UNLESS ALL ATTACHMENTS AND INFORMATION ARE PROVIDED

Part 1: to be completed by applicant

	OWNER	CONTRACTOR
NAME		
ADDRESS		
PHONE #		
FAX #		
E-MAIL		

Name of Business/operation: _____ Zoning District: _____

Address: _____

Type of tenancy: own, rent, lease, other: _____

Type of Sign: (check one): Mounted on Ground; Mounted on Building; other: _____

Sign Category: New Sign; or Change/replace face; or Repair/fix; or Temporary till Permanent installed

Building Frontage in Feet: Width, of the tenant space _____ or, Width, if single building on a lot _____

Sign Characteristics (attach accurate sketch of sign and support/attachment details)

Height from ground to top of sign: _____ feet From ground to bottom of sign: _____ feet

Type of Illumination: external internal; Number of signs faces: _____

Colors of sign face content(s): _____; background: _____; Color(s) of individual letters: _____ logo: _____

Sign Face Dimensions (including frame)

Horizontal: _____; Vertical: _____; Width (thickness): _____; Area of new sign: _____ Sft (sum of all faces)

Projection from building wall (if not a ground sign): _____ inches

Square Footage of all existing sign faces (including frames) _____ Sft, (attach a computation sheet)

Square Footage of all support (sign base or posts) faces: _____ Sft

Sign Use Classification (check all that apply)

- Building, wall Ground Sign Awning Canopy Real Estate Elect. Message
 Directional Identification Marquee Historical Rear Entrance Changeable copy
 Subdivision Construction School Business Off-site Other _____

Sign Location Information (attach 8 1/2 X 11 site plan sketch with location of all proposed and existing signs, driveways, existing site features, lot lines, setbacks)

Distance from edge of sign to: Front Property Line: _____ feet; Side Lot Line: _____ feet; Driveway: _____ feet

On US-12: If sign projects into MDOT trunkline R.O.W. applicant shall submit copy of trunkline permit

COMPUTATION OF PERMIT FEES:

- Annual Contractor License and Insurance Recording Fee (\$20.00) \$ _____
 - Sign Contractor's Permit Application Fee: (\$20.00) \$ _____
 - Sign Permit Fee: (\$35.00 per application/permit) \$ _____
 - Building Permit fee (applies to ground sign foundation construction) \$ _____
- PERMIT TOTAL: \$ _____

Part 2: to be completed by City Staff:

Sign Located in Zoning District: _____

Item	Code Section(s)	Sign Requirements Compliance or Remarks	OK'd
Sign Area	_____	_____	_____
Support Area	_____	_____	_____
Total Sign Area (Site)	_____	_____	_____
Front/Side Setbacks	_____	_____	_____
Height	_____	_____	_____
Variance Action Date:	_____	(attach copy of ZBA action): _____	
Reviewed and approved for permit by:	_____	Date: _____	