



Sign Permit Requests

Planning & Zoning Department

A Step-By-Step Guide

1. INTRODUCTORY MEETING WITH PLANNING STAFF – Staff will assist the applicant by explaining the review process, review the zoning requirements, and provide site information, review the application and site plan requirements.

2. SUBMISSION OF APPLICATION – Applicant will submit application to the Zoning Administrator for review. **Fee must be received before any requests are processed.**

2a. APPLICATION/SITE PLAN IS INCOMPLETE – Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.

2b. APPLICANT SUBMITS REVISIONS – Staff reviews for completeness.

3. ZONING ADMINISTRATOR APPROVAL – Staff will review request to determine if application is complete. If application is complete and the request meets the requirements of the Zoning Ordinance a sign permit will be issued.

4. STAFF ISSUES PERMIT – A copy of the application is given to the applicant along with a copy of the permit for their file.

5. SITE VISIT TO CLOSE OUT PERMIT – Staff/Zoning Administrator will go out to perform a site visit to determine if the construction has met the requirements of the ordinance. If there are no issues, letter of compliance is prepared and mailed to applicant, permit is closed.

If there are issues, staff will work with the applicant to see corrections are made and the requirements of the ordinance are met:

Sign permit definitions are found in Article 5

Sign permit standards are found in Section 1016

Sign Permit Application



Planning & Zoning
9208 Kauko St.
P.O. Box 45
Kaleva, MI 49645
231.362.3366

Sign Permit Application

Please Print

Property Information			
Address:		Parcel #	
Applicant Information			
Name of Owner or Lessee:			
Address:			
Phone #:	Cell #:	Email:	
Name of Contractor (if applicable):			
Phone #:	Cell #:	Email:	
License Number:		Expiration Date:	
Project Information – check all that apply			
☐ New	☐ Repair	☐ Replacement	
Type of Sign – check all that apply			
☐ Wall/Fascia	☐ Projecting	☐ Monument	☐ Pole
☐ Marque (includes Awning/canopy)	☐ Window	☐ Decorative (Flag/banner)	☐ Promotional
Illumination – check all that apply			
☐ Internal	☐ External	☐ Non-Illuminated	
Building Dimensions			
Front:	Side:	Side:	Rear:
Sign Information			
Sign Area: (in Square Feet)	Sign Height: (grade to top of sign) Only applies to ground mount and pole	Grade Clearance: Only applies to Ground Mount Marque, Pole, Projecting and Suspended Sign	
Authorization			
<i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i> Applicant Signature: _____ Date: _____ By signing the application the Applicant and Owner agree to comply with the requirements of Village of Kaleva Zoning Ordinance. ☐ Sign Plan for Project attached (permit cannot be issued without plan)			
Office Use Only			
Fee: ☐ \$25.00		Receipt #	
Zoning District:	Notes:		
Signature: _____		Date: _____	

Sign Permit Application

Sign Plan Requirements	
_____ included	1. Sign Type, per the definitions in Section 1016(B)
_____ included	2. Dimensional characteristics, such as height, width, vertical clearances, and area:
_____ included	3. Colors, materials, appearance, and lighting of the signage;
_____ included	4. Relationship with buildings or structures;
_____ included	5. Setbacks from buildings, landscaping, driveways, and right-of-way; and
_____ included	6. Locations of any existing signage in the subject development or on the subject parcel. The site plan shall also include proposed and existing signage not requiring permit.
Zoning Requirements	
Permit Lapse: A sign permit shall lapse if the business activity on the premises is discontinued for a period of six (6) months, unless the business is a seasonal activity, in which case, the sign permit shall lapse if the business activity is discontinued through one (1) normal business season. A sign whose permit has lapsed shall be removed by the owner within thirty (30) days of receipt of notice to remove from the Village. In the event the owner fails to remove a sign in accordance with such an order, the sign may be removed by the Village, at the owner's expense, without notice or action from the Village. The Village shall reserve the right to place a lien on the property on which the sign exists to recover any expense associated with the sign removal.	
Permit Assignment. A sign permit shall be assignable to the successor of a business on the same parcel, except where the proposed sign is materially or substantially different in any way to the sign which was permitted. The Administrator shall make this determination.	
<i>The complete set of Zoning Requirements for Signs can be found in the Village of Kaleva Zoning Ordinance Section 1016 Signs.</i>	