

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 #		
E-MAIL		

Name of Business/operation: _____ Zoning District: _____
Address of sign location: _____ 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) _____ feet, or Width if single building on a lot _____ feet

Sign Characteristics (attach a scaled color sketch of sign and support/attachment details)

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

Type of Illumination (lighting): ☐ external ☐ internal; Type of lamp/bulb: _____; number of lit faces: _____

Colors of sign face content(s): _____; background: _____; 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 (from wall to front of sign face)

Square footage of all existing sign faces (including frames) _____ square feet, (attach a computation sheet)

Square footage of all sign supports (sign base or posts): _____ square feet

Sign Use Classification (check all sign types requested in the application)

☐ Building Wall ☐ Ground Sign ☐ Awning ☐ Canopy ☐ Real Estate ☐ Message Board
☐ Directional ☐ Identification ☐ Marquee ☐ Historical ☐ Rear Entrance ☐ Changeable copy
☐ Condominium ☐ Construction ☐ School ☐ Business Ctr ☐ Off-site ☐ Other _____

Sign Location Information (attach 8 1/2 X 11 scaled site plan sketch with the location of all existing signs, signs to be removed, proposed signs, driveways, buildings, landscaping, trees, lot lines, setbacks, and other site features). Show the distance from edge of sign to: Front property line: _____ feet; Side lot line: _____ feet; Driveway: _____ feet

Signs on US-12: If sign projects into the MDOT US-12 trunkline R.O.W., the applicant shall submit a copy of trunkline permit

COMPUTATION OF PERMIT FEES:

- Annual Contractor License and Insurance Recording Fee (\$15.00) \$ _____
 - Sign Permit Application Fee: (\$35.00) \$ _____
 - Sign Permit Fee: (\$25.00 per application/permit) \$ _____
 - Building Permit fee for ground sign foundation (based on construction value) \$ _____
- PERMIT TOTAL: \$ _____

Part 2: to be completed by City Staff:

Item:	Code Section(s):	Sign Requirements Compliance / remarks:	Check if OK
Sign Located in Zoning District: _____			_____
Sign Area	_____	_____	_____
Total Sign Area (Site)	_____	_____	_____
Support Area	_____	_____	_____
Front/Side Setbacks	_____	_____	_____
Height	_____	_____	_____
Projection from wall	_____	_____	_____
Variance Action Date: _____	(attach copy of ZBA approval)		_____
Reviewed and approved for permit by: _____	Date: _____		