



SIGN PERMIT APPLICATION



BUILDING DEPARTMENT
215 WEST MAIN - NORTHVILLE, MI. 48167
(248) 449-9902

In accordance with City Sign Ordinance Article 21

TO BE COMPLETED BY THE APPLICANT:

Name of Sponsor of Development: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Developer's Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Builders License #: \_\_\_\_\_

LOCATION OF PROJECT:

Property Address: \_\_\_\_\_

Cross Streets: \_\_\_\_\_

Subdivision Name and Lot #: \_\_\_\_\_

Tax ID#: \_\_\_\_\_

Lot Size and Area: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Historic District\*? Yes No \*If yes, application must be made to the Historic District Commission for approval.

I hereby certify that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his authorized agent and that we agree to conform to all applicable laws of this jurisdiction.

Name of Applicant (please print) Signature

Relationship to Owner Phone #

**TYPE AND COST OF SIGN-All applicants must complete parts A –F**

- A. Type of sign (please check)
  - Freestanding Signs
  - Marquee (Bracket)
  - Portable Temporary Signs
  - Wall Sign

Note: The following signs may not need a permit if the listed conditions exist:

- Change of copy if sign is located outside the Historic District.
- Right of Way signs approved by governmental bodies.
- Residential improvement signs
- Real Estate signs
- Political signs
- Garage sale signs (subject to **section I**: permitted temporary signs, **sub-section 3**: permitted garage sale signs of the City Code).
- Residential nameplates or address numbers.

- B. Type of Improvement:
  1.  New Structure
  2.  Addition
  3.  Alteration (See 2 above)
  4.  Repair, replacement
  5. Type of Sign \_\_\_\_\_

- C. Ownership:
  6.  Private (individual, corporation, nonprofit institution, etc.)
  7.  Public (Federal, State or local government)

- D. Cost:
  8.  Cost of Improvement (including electrical)     \$ \_\_\_\_\_
  9.  Total Cost of Improvement                             \$ \_\_\_\_\_

Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.

**SELECTED CHARACTERISTICS OF SIGN**

- E. Principal Type of Frame:
  10.  Masonry
  11.  Wood Frame
  12.  Structural Steel

F. Plan Data Required:

- 13. Plan for the property showing lot lines, structures, paving and location of sign.
- 14. Elevation drawings of proposed sign.
- 15. Caption of the proposed sign.
- 16. Height and dimension of the sign.
- 17. Square footage of the sign.
- 18. Distance from all property lines.
- 19. Scope and structural detail including all connections, guideline, supports.
- 20. Footings and materials to be used.
- 21. Type of illumination including foot candle measurements.
- 22. Message units.

G. Illumination

- 23. Foot Candles \_\_\_\_\_ (measured 4 feet from surface)
- 24. Type of Illumination \_\_\_\_\_
  - \_\_\_\_\_ Internal
  - \_\_\_\_\_ Direct External
  - \_\_\_\_\_ Illuminated Message (neon, electronic, etc.)

NOTES AND DATE – FOR DEPARTMENT USE

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**SIGN APPLICATION CHECK LIST (TO BE COMPLETED BY THE CITY)**

Application Fee \$ \_\_\_\_\_

Date filed with the Building Department: \_\_\_\_\_

Date submitted to the Planning Commission \_\_\_\_\_

Date submitted to the Historic District Commission \_\_\_\_\_

Approved: \_\_\_\_\_  
Date Signature of Secretary

Disapproved: \_\_\_\_\_  
Date Signature of Secretary  
(reason for disapproval attached)

Sign Plan submitted: \_\_\_\_\_  
Date

All conditions have been met and the revised Sign Plan is in accordance with the conditions for approval: (attached).

Revised Sign Approved:

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Building Inspector

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: This processing form together with all correspondences, is to be attached to the Planning Commission's "Official Copy" of the sign plan, forming a permanent record regarding the plan submitted. This "Official Copy" together with all attached data shall be returned to the Planning Commission or Historic District Commission files after processing.

**Failure to submit plans that do not allow the City to adequately address all of the criteria provided for the review of the City according to Article 16 of the Zoning Ordinance shall result in a delay to the applicant.**

**FOR CITY USE ONLY**

**SIGN APPLICATION PLAN REVIEW RECORD**

<u>Plan Review Required</u>	<u>Date Plans Approved</u>	<u>By</u>
Building _____	_____	
Electrical _____	_____	
City Planning Department _____		_____
City Planning Consultant _____		_____
Historic District Commission _____		_____

**Validation**

Sign Permit Number: \_\_\_\_\_

Date Sign Permit Issued: \_\_\_\_\_

Sign Permit Fee: \$ \_\_\_\_\_

Plan Review Fee: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_  
Name Title

**Cashier's Validation**

**ALL APPLICANTS MUST COMPLETE THIS PAGE IN ORDER FOR APPLICATION TO BE ACCEPTED**

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Signature of applicant

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Please print the applicant's full legal name (individual or company)

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Please provide the applicant's address and telephone number

The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant.