



121 N Fourth St., West Branch, MI 48661 Telephone: 989-345-0500

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### Sign Permit Application

Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Address Location of Sign \_\_\_\_\_

Property Owners Name \_\_\_\_\_

Property Owners Signature \_\_\_\_\_

Name of Business for Sign \_\_\_\_\_

Location of Sign: Building \_\_\_\_\_ Free Standing \_\_\_\_\_

Type of Sign: Wall \_\_\_\_\_ Canopy \_\_\_\_\_ Projecting \_\_\_\_\_ Free Standing \_\_\_\_\_ Sandwich \_\_\_\_\_

Dimensions of Sign: \_\_\_\_\_ Total Sq Ft \_\_\_\_\_ Total Hgt \_\_\_\_\_

The following information MUST be attached for all signs:

1. A Scale drawing (2"=1') showing:
  - a. Dimensions of sign
  - b. Information to be on sign
  - c. Size & Style of letters
  - d. Color of sign & letters
  - e. If Free Standing Sign, include sign dimensions & construction material description
2. For Signs attached to buildings, provide a drawing showing the building, location of windows, doorways & location on building where sign will be erected.
3. For Free Standing Signs, attach a lot plan drawing showing size of lot, location of building(s) on property, location of driveways, sidewalks, roadways and proposed location of sign.
4. If the Sign is to be illuminated, describe the type of lighting.

***The above and attached statement is true in all particulars to the best of my knowledge and belief. I agree that the City Ordinances, building and electrical codes will be strictly compiled within the erection of this sign.***

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application Fee \$25.00**  
**PAID \_\_\_\_\_ NOT PAID \_\_\_\_\_**

Staff Action: Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Variance Request Planning Commission Action: Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

*Please include: Roads, Sidewalks and Setbacks*

***\*\*\*Applicant is required to contact Miss Dig at 811***

