



VILLAGE OF MIDDLEVILLE

100 E Main St, Middleville MI 49333
Phone: 269-795-3385 Fax: 269-795-8889

SIGN PERMIT APPLICATION - Fee is \$30.00

Date: _____

Permit #: _____

(No fee for a Temporary Sign Permit)

Instructions:

- Complete application.
- Attach a detailed sign drawing, showing text and illustrations to appear on it. Also show external light fixtures and written physical dimensions.
- Attach a site map showing the exact location of the sign in relation to adjacent streets, sidewalks, driveways, right of ways, other signs, buildings and other structures.
- Each new or redesigned sign will require a separate permit.
- **You MUST contact MISS DIG if there will be any digging.**
- **Many signs also require a building permit which is issued by Professional Code Inspectors of Michigan Inc. They can be contacted at (269) 948-4088.**

*Address of Sign Location: _____

*If sign is located within DDA Boundary, DDA Sign Grant matching funds may be available.

Name and Address of Property Owner: _____

Phone: _____

Name and Address of Applicant (if not owner): _____

Phone: _____

Name and Address of Contractor: _____

Phone: _____

Zoning District _____ Greatest Sign Height: _____ Area of Largest Sign Face: _____

Sign Clearance from Bottom of Sign to Ground: _____

Is this a free-standing sign or will it be attached to another structure? Please Describe: _____

Is the sign electrically illuminated? If yes, describe the number, type and location of the lights to be used. Include external lights in the drawing. _____

I have read and understand Middleville's sign ordinance and related definitions:

Printed Name of Applicant

Printed Name of Owner

Signature of Applicant

Signature of Owner

FOR OFFICE STAFF USE:

- | | | |
|---|-----|----|
| 1. Drawing/dimensions of sign attached? | YES | NO |
| 2. Site map attached? | YES | NO |
| 3. Fee paid? | YES | NO |

Amount paid: _____

Received by: _____

Date: _____

FOR ZONING APPROVAL STAFF USE:

- | | | |
|--|-----|------------|
| 1. Is this sign new or redesigned? | NEW | REDESIGNED |
| 2. Is the sign proposed allowed in sign regulations? | YES | NO |

Height Limit: _____ Sign face limit in square feet: _____

Existing Sign Square Footage on Parcel: _____ Proposed Square Footage: _____

Remaining available square footage: _____ Setback required from property line: _____

TEMPORARY SIGN:

Total number of days using sign: _____ Days remaining after usage: _____

Dates sign will be used: _____

Received by: _____

Date: _____

APPROVED

DENIED

Conditions for approval or/ reasons for denial: _____

Signature of Village Zoning Administrator

Date

Zoning Administrator verified permit

Date: _____