



# 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

(No fee for a Temporary Sign Permit)

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

### Instructions:

- Fill out 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: \_\_\_\_\_

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:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name 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: \_\_\_\_\_

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**APPROVED**

**DENIED**

Conditions for approval or/ reasons for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Signature of Village Zoning Administrator

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Date