

**SIGN PERMIT APPLICATION FOR
PERMANENT SIGN**

Office Use: Parcel No. _____ Permit No. _____ Apv'd By: _____
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Oshtemo Planning Department 7275 West Main Street Kalamazoo, MI 49009
Phone: (269)216-5223 Fax: (269)375-7180 www.oshtemo.org

Property Address: _____ **Zoning:** _____

Project Name: _____ **Present Use of the Property:** _____

Description of work: _____

Applicant Name: _____ **Address:** _____

City, State, Zip: _____ **Phone:** _____

Email: _____ **Fax:** _____

Property Owner Name: _____ **Address:** _____

City, State, Zip: _____ **Phone:** _____ **Fax:** _____

Permanent Freestanding Sign(s) – REQUIRED information

- A scaled site plan showing placement of existing and proposed sign(s). Please include location, setback from right-of-way, and setback from the nearest side property line.
 - Site Plan Complete: **Y** **N**
- A scaled drawing/picture showing new sign structure and sign face(s) including all dimensions, footing details, and total sign height*.
 - Sign Drawing/Picture Complete: **Y** **N**

<i>Please check below all that apply to the sign for which this permit is sought:</i>			
Type:	_____ Pylon	_____ Ground	_____ Replacement Face Only
Purpose:	_____ Multi-Tenant ID	_____ Building ID	_____ Subdivision ID

<i>Sign Details</i>	
Sign Face Area: _____	Height above grade¹: _____
Frame/Structure Area: _____	
Internal illumination: Y N	External illumination²: Y N
Type & Depth of Footings: _____	

¹ See Zoning Ordinance definition 76.130: Height (of a freestanding sign or flag pole)

² Provide fixture details

Permanent Wall & Window Sign(s) – REQUIRED information

- A scaled elevation drawing showing locations of existing and proposed sign(s) including wall dimensions, window dimensions (for window signs), and sign height(s).
 - Elevation Drawing Complete: Y N
- A scaled drawing/picture showing new sign/sign face, dimensions, and attachment details.
 - Sign Drawing/Picture Complete: Y N

Sign Details

Purpose (check one): _____ Building ID _____ Tenant ID

Sign Face Area: _____ **Height above grade¹:** _____

Linear feet of wall²: _____ **Window Area (for window signs)** _____

Internal illumination: Y N **External illumination³:** Y N

¹ The vertical distance measured from the highest point of the sign to the finished grade beneath the sign.
² To which sign will be attached. For individual tenants in a development, indicate width of tenant space.
³ Provide fixture details.

Fee Schedule:

<u>Sign Type</u>	<u>Fee</u>
Permanent Freestanding Signs	\$75 per application
Permanent Wall Signs	\$75 per application
Replacement faces (existing cabinet signs only)	\$50 per application

Sign Permit and Inspection Reminders:

1. A sign building permit from the Building Department is required for new signs.
2. Sealed construction plans are required by the Building Department for pylon signs.
3. A footing inspection is required for all new pylon signs. Contact the Building Department at 269.216.5222 to schedule an inspection.
4. An electrical permit from the Building Department is required for illuminated signs.
5. A setback inspection is required for new ground and pylon signs. Contact the Planning Department at 269.216.5223 to schedule an inspection.
6. Submission of the Confirmation of Code Compliance Form is required for new signs.

Signatures:

I (we) the undersigned certify that the information contained on this application form and the requirements attached hereto are to the best of my (our) knowledge true and accurate.

 Property Owner's Signature (**required**) Date

 Applicant's Signature Date