

For Office Use Only	
Date Received:	
Received By:	
Amount Paid/Check #	

Application Fee: \$50.00 New Sign Permit: \$50.00
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MURAL SIGN PERMIT APPLICATION

LAND USE AND PLANNING DEPARTMENT
97 N. Broad St Hillsdale, MI 49242
517-437-6455 Fax 517-437-6448

STREET ADDRESS _____

Applicant Name _____
Mailing Address _____
City, State, Zip _____
Telephone Number _____
E-mail address _____

Contractor Name _____
Mailing Address _____
City, State, Zip _____
Telephone Number _____
E-mail address _____

Description of Sign (Type, size, material, etc.)

ZONING DISTRICT B-3, C-1, PRF, PRD, PUD, I-1: supply Area of Main Face of Building _____ Sq. Ft
ZONING DISTRICT B-2: supply Lineal Store Front of Building _____ Lineal Feet

Height _____ Ft
 Width _____ Ft
 Height above grade or finished floor _____ Ft.

BUILDING/TRADE PERMITS may be required by the Hillsdale County Inspection Department (517-437-4130)
RIGHT OF WAY PERMITS may be required by the City of Hillsdale Department of Public Services (517-437-6490)

I hereby certify that I am the owner or the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/ her authorized agent. I agree to conform to all applicable laws of this jurisdiction. If damages occur to the curb, sidewalk, terrace within the R.O.W. the owner will accept full responsibility and will be required to repair or replace damages at the owner's expense

Signature _____ **Date** _____

BELOW FOR OFFICE USE ONLY

Notes:

Approved Denied _____ Date _____

Sec. 26-9. - Special condition signs.

The following signs may be permitted as special condition signs, subject to and after approval by the zoning administrator.

- (1) Historic signs, subject to the rules, requirements, and regulations of the Michigan State Historic Preservation Office (SHPO) and other applicable laws and regulations.
- (2) Wall mounted signs above the first floor of a multiple-story building related to one or more of the tenants housed within the building. Refer to chart in section 26-8.
- (3) Unique signs whose total area is within the applicable district size allowance established in article II of chapter 26 of Hillsdale's Code of Ordinances that are determined by the planning commission to require additional height or width due to unique design or obscuring sight lines shall be allowed additional height and width allowance as needed, provided, however that they neither exceed the additional height or width, nor the area within them exceed the allowances otherwise provided by more than ten percent.
- (4) Murals shall be permitted in the B-2, B-3, C-1, PRD, PRF, PUD and I-1 districts only.
- (5) Off premises or billboard signs shall be permitted in the general business (B-3) district. Billboards may not exceed 200 square feet in area, or 20 feet in height. Billboards must be setback a minimum of 30 feet from all property lines and shall be located a minimum of 1,000 feet from all other billboards on the same street. When abutting a residential district, no portion of the billboard shall be located closer than 200 feet from the property line. All permit applications for billboards must be submitted to the planning/zoning department along with a landscaping plan.
- (6) Procedures and considerations for special-condition signs are as follows:
 - a. Special-condition signs shall be reviewed as to size, location, placement, etc. subject to regulations of this chapter.
 - b. The planning commission, or zoning administrator, may impose conditions necessary to protect the public health, safety, and welfare of the community.
 - c. Public notice of the time, date, and place of an appeal of a sign review decision made by the planning commission, or zoning administrator, shall be provided in advance of the meeting during which the appeal will be considered.
- (7) In reviewing signs, the zoning administrator or the planning commission shall consider the following to determine compliance with applicable ordinance provisions a basis for approving or denying a sign permit and establishing setback, location, and placement of signs:
 - a. Site location:
 1. Distance from buildings;
 2. Distance from property lines;
 3. Distance from right-of-way.
 - b. Sign size:
 1. Height and width;
 2. Building location;
 3. Height above grade or finish floor line;
 4. Location of sign from side to side of wall;
 5. Percentage of wall used for signage.
 - c. Awning:
 1. Size;
 2. Distance above grade or finish floor line;
 3. Signage measurement relative to awning edges;
 4. Signage height and width.
 - d. Sign characteristics:
 1. Shape of sign;
 2. Sign materials.
 - e. Mural:
 1. Height and width;
 2. Building location;
 3. Distance above grade or finish floor line;
 4. Location of sign from side to side of wall.

A drawing of the sign with all of the information from the list above will be required upon application submittal.

For entire sign requirements, refer to City of Hillsdale Code of Ordinances, Chapter 26, Article II.

You can find the ordinance at: www.cityofhillsdale.org on the Land Use and Planning webpage.