

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

Application Fee: \$50.00
New Sign Permit: \$50.00
Sign Reface Permit: \$25.00



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

<input type="checkbox"/> Wall _____ Sq. Ft
<input type="checkbox"/> Free Standing Height _____ Ft Area _____ Sq. Ft
<input type="checkbox"/> Monument Height _____ Ft Area _____ Sq. Ft
<input type="checkbox"/> Business Center Sign Height _____ Ft Area _____ Sq. Ft
<input type="checkbox"/> Awning/ Canopy <input type="checkbox"/> Suspended <input type="checkbox"/> Projecting <input type="checkbox"/> Marquee
Clearance to Grade _____ Feet Projection from Building _____ Feet
Distance from assembly to curb _____ Feet

NO SIGNS MAY BE PLACED IN THE PUBLIC RIGHT OF WAY
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: Complies With Sign: Area Height Clearances Projection Requirements Lot Setbacks

Approved Denied _____ Date _____

The following information is required to be included for signage submitted for review. The referenced standards shall apply to the items as listed below in the Table of Requirements and Standards.

<u>Requirement</u>	<u>Standard</u>
Site location	Dimensions from buildings Dimensions from property lines Dimensions from right-of-way
Sign size	Dimension height and width
Building location	Dimension height above grade or finish floor line Dimensions location of sign from side to side of wall % of wall used for signage
Awning	Awning dimensions Awning height Height of Awning above grade Sign dimensions relative to awning edges
Sign characteristics	Shape of sign Sign content Sign materials

Include a Sign Mockup with Application.

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.