



# SIGN PERMIT APPLICATION

In accordance with Section 14.07 of the Zoning Ordinance

Highland Township Planning Dept.  
205 N. John St.  
Highland, MI 48357  
(248) 887-3791 ext. 2

**1) Sign Location:**

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

**2) Business/Sign Owner:**

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

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3) Property/Building Owner:**

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

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4) Contractor (Installer): (Include copies of all contractors licenses including driver's license )**

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

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sign Specialist License # \_\_\_\_\_ Sign Contractor License # \_\_\_\_\_

**5) Type of Sign: (check all that apply)**

Freestanding  Wall Mounted  Changeable Copy  Directional  Other: \_\_\_\_\_

Temporary – **Proposed Dates:** from \_\_\_\_\_ to \_\_\_\_\_

**6) Two (2) Site Plans (if not wall-mounted) (must be to scale and include the following)**

a) Distance from sign to property lines and road right-of-way

b) Location of utilities

c) Existing structures, landscaping, and parking areas

**7) Two (2) sets of Sign drawings and specifications (must be to scale and include the following)**

a) Sign Height: (from grade to top of sign)

b) Sign dimensions (Vertical, Horizontal, and Total area)

c) Sign type: (Wood, Plastic, Lighted, Metal, Channel, etc.)

d) Elevation Drawing of Sign and wall face (including text and drawn to scale)

e) Describe or include photos of all other signs located on the property

**8) Other Applicable Permits: Yes \_\_\_\_\_ No \_\_\_\_\_ (Check one)**

Electrical permit with UL number (UL # must be provided prior to final inspection)

# \_\_\_\_\_

**9) Value of Sign: \$ \_\_\_\_\_**

**10) Property Owner Acknowledgement and Signature:**

I, the undersigned, as the property owner state that I have given permission for the applicant to apply for a sign permit at the address above noted as location of sign.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**11) Applicant Acknowledgement and Signature:**

I, the undersigned, state that the foregoing answers contained herein, and the information submitted herewith, are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: (date stamp here)

Application Fee: \$ \_\_\_\_\_

Review Fee: \$ \_\_\_\_\_

Registration: \$ \_\_\_\_\_

Fine: \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

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

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