



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.

SIGNATURE: _____

PRINT NAME: _____

On the ___ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan, County Of Oakland

Notary Public: _____

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.

SIGNATURE: _____

PRINT NAME: _____

On the ___ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan, County Of Oakland

Notary Public: _____

FOR OFFICE USE ONLY

Date Received: (date stamp here)

Application Fee: \$ _____

Review Fee: \$ _____

Registration: \$ _____

Fine: \$ _____

Total: \$ _____

Permit # _____