



Sign Permit Application

For Office Use Only

Fee Paid _____

Date Received: _____

Applicant(s) _____

Address _____

Daytime Phone _____
Evening Phone _____

Installer(s) _____

Address _____

Daytime Phone _____
Evening Phone _____

Project Address _____

Owner Name(s) _____

Address _____

Daytime Phone _____
Evening Phone _____

Estimated Date of Installation _____

Existing Signs, if any:

Sign #1: Type _____ Size _____

Sign #2: Type _____ Size _____

Sign #3: Type _____ Size _____

Will this sign be illuminated? Yes No

Ground Sign Height _____ Width _____
Face Area _____ Setback from Property Line _____
Materials: Support _____ Frame _____
Face _____

Wall Sign Height _____ Width _____
Face Area _____ Setback from Property Line _____
Materials: Support _____ Frame _____
Face _____

Projecting Sign Height _____ Width _____
 Face Area _____ Setback from Property Line _____
 Materials: Support _____ Frame _____
 Face _____

Temporary Sign Height _____ Width _____
 Face Area _____ Setback from Property Line _____
 Materials: Support _____ Frame _____
 Face _____

Application must include a drawing, as applicable:

- Drawn to a scale of at least 1"=10'
- Dimensions of the proposed sign
- Building face to which the sign will be attached
- Location of the sign on the building
- Site drawing including lot lines, buildings, roads, easements and other access, and the location of the proposed ground sign

I stipulate and understand the sign permit, if approved by the City of Grand Ledge, does not guarantee I may proceed with installation of the sign. I understand there may be additional permits required to meet trade codes and I understand the City of Grand Ledge does not have any power or authority over these additional permits. I certify the statements made and the information provided in this sign permit application are true, accurate and complete.

 Signature _____ Date _____

Required Reviews

	Approve Petition	Deny Petition	Initials
<input checked="" type="checkbox"/> Zoning Administrator	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> City Assessor	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Building Official	<input type="checkbox"/>	<input type="checkbox"/>	_____