



City of Williamston

Planning & Community Development Department

161 E. Grand River Avenue

Williamston, MI 48895

commdev@williamston-mi.us

SIGN PERMIT APPLICATION

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Property Owner Address: _____ City, State, Zip: _____

Telephone: _____ E-Mail Address: _____

APPLICANT INFORMATION

If the applicant is NOT the property owner, please complete the following:

Applicant Name: _____

Applicant Address: _____ City, State, Zip: _____

Telephone: _____ E-Mail Address: _____

Applicant is: (circle one) Business Owner Contractor Other (specify) _____

SIGN INFORMATION AND LOCATION

Property Address: _____ Property Zoning District: _____

Parcel ID Number (PIN): _____

Sign Dimensions: Width: _____ Length: _____ Area: _____

Type of Sign: _____

Building Mounted Sign Ground Sign A-Frame Temporary/Special Event

Date of Special Event: (Please provide the date when the event will be held) _____

For additional signs, applicants MUST provide the information above and the additional required documents for every proposed sign.

ADDITIONAL REQUIRED DOCUMENTS

- 1) **Proof of Ownership:** *Provide proof of ownership such as property tax receipt or copy of deed.*

- 2) **Permission of Property Owner:** *For temporary/special event signs placed in a location other than where an event is being held, please provide permission from the property owners for each off-site location.*

- 3) **Drawing of Sign:** *Provide a drawing of all proposed signs which must include the shape, length, width, colors and materials.*

- 4) **Location of Sign on Building/Property:**
 - *For building mounted signs, please provide a drawing of the elevation where any sign is being proposed. The drawing must include:*
 - *the building facade width and height*
 - *the location of the sign on the building*
 - *the distance from the bottom of the sign to the ground*
 - *For all other signs, please provide a site map of the property. The site map must include:*
 - *lot lines and dimensions of lot lines*
 - *building locations and dimensions of building footprints*
 - *any curb cuts, driveways and parking lots*
 - *the location of any proposed sign on the site*
 - *the distance of any proposed sign from any lot line*

- 5) **Installation of Building Mounted Signs:** *For building mounted signs, please provide a detailed drawing of how the proposed sign will be fastened to the building wall.*

SIGNATURES

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

<p>City Use Only: Fee to be paid Temporary \$15 Residential \$25 Commercial \$35</p> <p>Date Complete Application Received:</p> <p>_____</p>
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