

# Village of Mattawan

## SIGN PERMIT APPLICATION

**Permit Fee: \$50** (No permit fees are required for exempt signs, including signs used to publicize church events, school events, civic events, and similar events; sandwich board signs, temporary signs, window lettering or face changes. Restrictions, however, do apply.)

All applications must be accompanied by proof of insurance for General Liability Coverage. For all signs that in any way touch Village property, applicants must also sign an indemnification agreement with the Village.

Date Fee Paid \_\_\_\_\_ Check no. \_\_\_\_\_

Proof of Insurance  Yes  No      Indemnification Agreement  Yes  No

### GENERAL INFORMATION

Name and address of individual or company applying for permit:

Daytime phone number

Address of property on which proposed sign is to be erected: \_\_\_\_\_

Email address: \_\_\_\_\_

Property tax number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Name and address of property owner

Daytime phone number

### SPECIFIC SIGN INFORMATION (continued reverse)

A site plan showing the entire lot and building dimensions and in particular the specific area where the proposed sign is to be located is required to be attached to this application.

Specify type of sign proposed:

Awning  Billboard  Canopy  Free standing / Pole  Identification   
Inflatable Balloon  On-Premises Advertising  Portable  Projecting

**SPECIFIC SIGN INFORMATION (continued)**Public/Quasi-public  Signboard  Special Event  Traffic Direction Temporary On-premises Advertising  Wall  Window  Banner 

Other, please describe

If a Temporary or Special Event Sign, describe the nature of the event:

If a Temporary or Special Event Sign, when is the first date it will be displayed?

Square footage of proposed sign:

Front lineal footage of business:

Will the sign be illuminated?

**Attach a site plan showing the entire lot and building dimensions and in particular the specific area where the proposed sign is to be located. The application shall also include detailed drawings of the proposed sign showing dimensions, lettering, materials to be used and means of support and lighting, if appropriate**

By signing this application, applicant agrees to pay, in addition to the initial fee, any planning, zoning, engineering, and/or legal fees which may be associated with this application that may exceed \$50.00. I certify that I will follow all requirements of Article 19 of the Zoning Ordinance.

Owner's signature

Date

Received by

Date

**FOR OFFICE USE ONLY**Application approved?  YES  NO

Additional comments:

Signature

Date

Village Manager