



Date Received: _____ Permit# _____
Decision Date: _____

CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

Office of Planning and Zoning
Zach Panoff, Interim City Planner/Zoning Administrator
210 State Street Charlevoix, MI. 49720
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www.cityofcharlevoix.org
(231)547-3265

SIGN PERMIT APPLICATION

Applicant

Address of subject property

Address (City/State/Zip)

Business Owner Name (If different than applicant)

Business Owner Address (City/State/Zip) (If different than address of subject property)

Business Owner Phone Email
(___) ___ - ____ _____

Agent Phone Email
(___) ___ - ____ _____

Type of sign(s) proposed: Wall/Window Ground Projecting Awning
Plaza Directional Business Center Real Estate
Development Identification Ingress/Egress
Other Please specify _____

Please provide a brief description of all the proposed signage:

Are there existing signs already being used for the business? Yes No If yes please describe the type and size of existing signs

Will the sign be illuminated? Yes No (Please note internally lit, neon, electronic message, flashing, and/or blinking signs are not permitted. (See Section. 5.102)

Will this sign replace an existing sign? Yes No Zoning of Property: _____

Height of the proposed sign: _____ feet to the base. _____ feet to the top of sign.

Square footage of all proposed signage:

Sign Type	Square Footage

*A drawing (preferably scaled) is required to be submitted with this application to determine compliance with the sign regulations. Please submit a drawing for all proposed signage. Elevation drawings or site plans also may be required to determine if the project meets the sign standards in the Zoning Ordinance.

AFFIDAVIT

I hereby certify that the proposed signage and all associated construction required is authorized by the property owner, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application are true, and if found not to be true, any sign permit issued may be void. I also agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree that any permit that may be issued is issued with the understanding that the individual(s) or organization(s) named or represented on that permit will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that it is the responsibility of the property owner, or tenant, to have all signage designed and professionally installed following all applicable building or construction codes in safe manner that protects the public. Finally, I understand that this is a sign permit application (not a sign permit) and that a sign permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction, or other property rights.

Signed: _____ Zoning Administrator Signature: _____

Date: _____ Date: _____