

NAPOLEON TOWNSHIP SIGN PERMIT PROCESS

How to Apply For a Sign Permit...

The Zoning Department is providing the following information to aid applicants wishing to apply for a permanent or temporary sign permit. To apply for a sign permit your first step is to pick up an application packet from the Building Department or the Zoning Department.

Submitting the Application:

The next step is to submit a completed application to the Building Department with all the required information attached. The required information is as follows:

Permanent or Temporary Sign Permit Application Requirements: Article 5 of the Zoning Ordinance

The applicant's name and address in full and a complete description of the relationship to the property owner.

If the applicant is not the property owner, the signature of the property owner concurring with submittal of the application.

Address of the property.

An accurate scale drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign (s).

A complete description and scale drawing of the sign (s), including dimensions and the area in square feet.

All information regarding permitted signs and prohibited signs can be obtained from the Napoleon Township Zoning Ordinance. The Zoning Ordinance is available online at: www.napoleontownship.us

If there are additional questions concerning permanent or temporary signs, contact the Zoning Department at (517)536-8694 Ext 209

Review of Application:

The Zoning Department will review the application to determine if the proposed sign (s) meet the criteria as required in the Napoleon Township Zoning Ordinance. The Zoning Department may ask for additional information or require changes. In this case, the review process will depend on how long it takes for applicant to respond.

Application review will typically be completed within 5 working days. The application will either be approved or denied. **Approval** signifies that all required criteria has been met and the permit is ready to be issued. **Denial** of the application would be due to the inability to meet the minimum requirements as set by the Napoleon Township Zoning Ordinance, incomplete application, inconsistencies with the application, or other reasons as determined by the application reviewer. Reasons for the denial will be noted and made available to the applicant.

Permanent and Temporary Sign permit fees are as follows:

\$80.00 per inspection required + \$20.00 zoning fee	
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Notes

It is illegal to install a sign without a permit.

You must also obtain an electrical permit from the Building Department if you sign will use electricity, and any other Federal, State, or County required permits.

Permanent and Temporary Sign Application

Napoleon Township
 6755 Brooklyn Rd
 P.O. Box 385
 Napoleon, MI 49261
 Phone: 517-536-8694
 Fax: 517-536-0112

Parcel ID	Zoning District
Property Address of Sign	

Property Owner Information:

Owner Name		
Address		
City	State	Zip
Telephone	Fax	Email

Building Tenant/Occupant:

Business Name	Contact	
Address		
City	State	Zip
Telephone	Fax	Email

Sign Company:

Business Name	Contact	
Address		
City	State	Zip
Telephone	Fax	Email
State Contractors License#		

Type of Work <input type="checkbox"/> New Sign(s) <input type="checkbox"/> Relocation <input type="checkbox"/> Renovation <input type="checkbox"/> Replacement <input type="checkbox"/> Temporary
Type of Sign <input type="checkbox"/> ON PREMISE <input type="checkbox"/> OFF PREMISE <input type="checkbox"/> Free Standing <input type="checkbox"/> Park <input type="checkbox"/> Ground (check all that apply) <input type="checkbox"/> Wall <input type="checkbox"/> Canopy <input type="checkbox"/> Combination <input type="checkbox"/> Electronic Messaging <input type="checkbox"/> Illuminated <input type="checkbox"/> Temporary Sign (s) <input type="checkbox"/> Banner <input type="checkbox"/> Wall <input type="checkbox"/> Balloon <input type="checkbox"/> Portable <input type="checkbox"/> Ground <input type="checkbox"/> Other

Sign Description

How many faces will sign have?	
Horizontal Length of Sign:	Vertical Length of Sign:
Depth of Sign:	Copy Area:
Single Sign Face Area:	Sign Clearance from Grade:
Top of Sign Height from Grade:	
Will Sign project beyond property line? YES / NO	If Yes, how far?
Contractor's Estimated Cost \$	

Attachments

Please ensure the following has been completed:

Completed Sign Permit Application

Existing Sign Survey (Form Attached)

Site Plan Drawn to Scale (2 copies showing building frontage, curb lines, property lines, and location of sign on property).

Sign Diagram Plan (2 copies showing dimensions of all proposed signs and cabinet).

Engineering Drawings and Schedules, if required.

Dates Sign is to be displayed for Temporary Signs.

Declaration of Applicant / Agent

The issuance of a permit shall not be construed to be a permit for, nor approval of, any violation of any Ordinance adopted by Napoleon Township. I hereby acknowledge that I have read this application and state that the above is correct and agree not to start project until this application is approved, and shall comply with the laws of the United States, State of Michigan and the County of Jackson and its agencies and the sign regulations, Zoning districts, and the Building Code as adopted by Napoleon Township. Any violation of the above noted terms will cause immediate revocation of this permit.

APPLICANT SIGNATURE

DATE

Approved for permit issue by:

ZONING ADMINISTRATOR

DATE

Existing Sign Survey

Existing Sign Survey For: _____
(Project name)

Address or General location: _____

I, _____ of _____

Hereby certify that I have conducted a site inspection of the above listed development and certify that the following signs exist on the development site as of the date indicated below. Attached is a map depicting the area surveyed. The existing signs are listed as follows:

	Sign type	Size (dimension)	Illuminated (yes/no)	Location
1				
2				
3				
4				
5				
6				
7				
8				

(Continue on back if necessary)

(___) No Signs Exist on Premise

I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained heron is inaccurate.

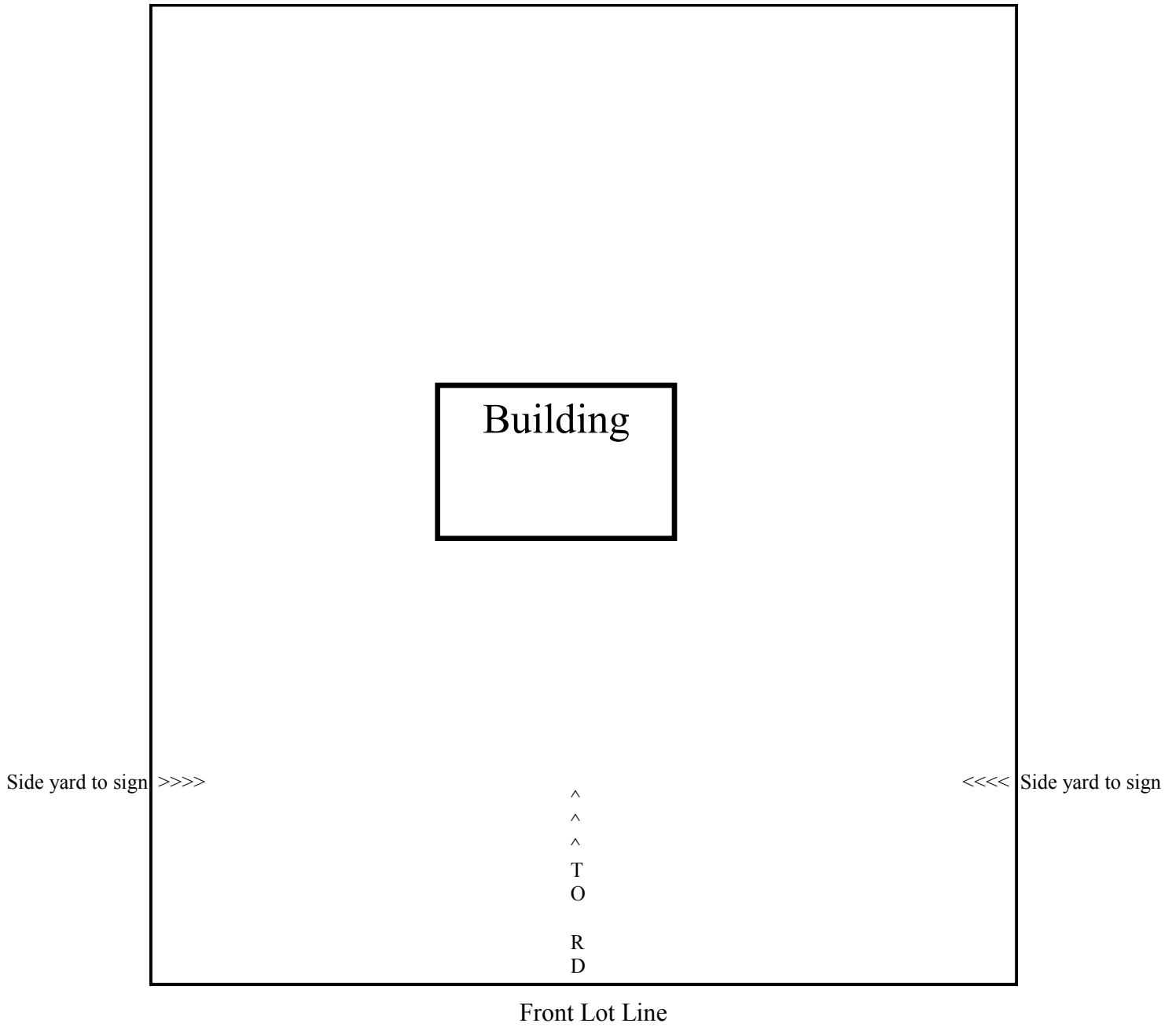
Signed

Print Name

Company Name

Date

Site Plan for Sign—Applicant use



Name of Road _____

No sign permits will be issued unless all set-back dimensions are shown on the drawing