

Village of Almont

Planning & zoning Department
817 N. Main St.
Almont, MI 48003
810-798-8528

Village of Almont Sign Permit

Date Received:	Application Number:	Fee Collected:
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☐ Sign Permit Review – New Sign ☐ Sign Permit Review – Temporary ☐ Sign Permit Review - Alteration

I. Applicant Information:

Applicant's Name _____

Address _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

II. Property Information:

Business/Development Name: _____

Business/Development Address: _____

Business/Development Type ☐ Residential ☐ Commercial ☐ Office ☐ Industrial ☐ Other

III. Sign Details

Proposed Sign Area (square feet) _____ Proposed Height (feet) _____

IV. Sign Plan Information ☐ This will be a Temporary Sign Use – not to exceed six (6) months

Drawings Prepared By: _____

Contact Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

☐ Temporary Sign Time Period: _____

Required information on Proposed Sign:

Attach a scaled plot plan: Drawings may be 8½" x 11" paper. Show the location of the existing and proposed sign(s) and all existing and proposed structures within two hundred (200) feet of Sign (s).

The plot plan shall also show the location of the existing and proposed streets, roadways, parking areas, signs, entrances and exits within two hundred (200) feet of the proposed sign(s).

Attach drawing of the proposed sign(s) to be erected or installed on the site shall be submitted with the site plan and shall include the following detailed information:

- (a) Height of the sign above the ground
- (b) Surface of the sign (material, color, and dimensions)
- (c) Area of sign surface.
- (d) Lettering of sign drawn as it will appear on the erected sign. It need not be in the style of the finished sign, but must be neatly printed in the size and weight approximating that of the final constructed sign.
- (e) Method and color of illumination, if any.
- (f) Logos. Emblems or additional features.
- (g) Such additional information as the Zoning Administrator the Planning Commissions considers necessary or pertinent to the application.
- (h) A drawing of the total building wall upon whose face the sign is to be displayed at a reasonable scale.
- (i) Color swatches or samples depicting actual sign colors and materials shall accompany applications for sign permits for shopping centers and office buildings with multiple wall signs.

Signature of Applicant

Signature of Legal Owner

Printed name of applicant

Printed name of legal owner

Office Use:

Permit Reviewed: ☐ **Approved** ☐ **Denied**

Signature of Zoning Administrator

Date