## **SIGN PERMIT APPLICATION**

KALAMAZOO CHARTER TOWNSHIP 1720 Riverview Dr. Kalamazoo, MI 49004 (269) 381-8085

Office Use Only:
Parcel #:
Permit #:
Approved by:
Date:

Property Address:	Zoning:	
	Present Use of Property:	
Description of Work:		
Applicant Name:	Address:	
City, State, Zip:	Phon	e:
Email:	Fax:	
Property Owner Name:	Address:	
City, State, Zip:	Phone:	Fax:
REQUIRED INFORMATION FOR A		
<ol> <li>A scaled site plan showing placement setbacks from right-of-way and from (for wall signs), window dimensions</li> </ol>	nearest side property line (for	ground signs), wall dimensions
<ol><li>A scaled drawing/picture showing ne footing details, sign height, support s</li></ol>		,
<b>TYPE OF SIGN:</b> Please indicate the type(s) of sign(s) for the sign(s) for the sign(s) of sign(s) for the sign(s) fo	which this permit is sought: (ch	neck all that apply)
Ground / Pole Face Chang	geWallWindo	wTemporary
(Please see reverse for additional details		<del>-</del>
FEE SCHEDULE: New Sign: \$90 Face Change: \$50	Temporary Sign: \$50	
SIGNATURES:		
I (we) the undersigned certify that requirements attached hereto are		
Property Owner's Signature		Date
Applicant's Signature		Date

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## ADDITIONAL SIGN INFORMATION

Please provide additional information below in the space provided based on the type of sign(s) requested. (See Article 7 of the Charter Township of Kalamazoo Zoning Ordinance for specific requirements and definitions regarding signs.)

PERMANENT FREESTANDING SIGN(S)
Type: Ground / Pole Institution Subdivision / Development Sign
Face Change Only
Number: Sign Face Area: Height Above Grade:
Illumination: Internal External Setback from Right of Way:
Type & Depth of Footings:
PERMANENT WALL & WINDOW SIGN(S)
Purpose: Building ID Tenant ID Replacement Face
Sign Face Area: Height Above Grade: Linear Feet of Wall:
Total Square Footage of Signage at Site: Window Area (for window signs):
Illumination: Internal External
TEMPORARY SIGN / COMMUNITY EVENT POSTER SIGN  Event Description: Flag Portable Other:
Sign Area: Height Above Grade: Setback from Right of Way:
Start Date: End Date: Days Already Used this Year:
(Period of use for off-premises temporary signs shall not exceed 90 days in any calendar year)
(Balloons, inflatables, searchlights shall not exceed 4 days in one week nor 4 times per year)
(Banners & feather banners not more than 2 weeks nor more than 4 times per year)
<b>Building Permit Reminders</b>
<ol> <li>A building permit may be required for new signs from the Kalamazoo Area Building Authority (KABA), particularly ground / pylon signs with new footings. Contact KABA – (269) 743-4566 - with any questions.</li> </ol>
<ol><li>An electrical permit and inspection is required from KABA for illuminated signs. Contact KABA with questions or to schedule an inspection.</li></ol>

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