

1720 Riverview Drive
 Kalamazoo, MI 49004
 P. (269) 381-8080
 F. (269) 381-3550
 ktwp.org

Sign Permit Application



OFFICE USE ONLY	
Date:	_____
Case #:	_____
Fee:	_____

APPLICANT

Contact Person		
Business Name <i>(if applicable)</i>	Email	
Address	Phone	Cell Phone
City	State	Zip Code

PROPERTY OWNER

Check here if same as above

Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

PROPERTY INFORMATION

Street Address	Suite/Apt. #
Zoning District	Master Plan Designation
Gross Acreage	Parcel Dimensions

REQUIRED INFORMATION FOR ALL SIGNS

1. A scaled site plan showing placement of existing and proposed sign(s). Please include location, setbacks from right-of-way and from nearest side property line (for ground signs), wall dimensions (for wall signs), window dimensions (for window signs), and sign height(s) as applicable.
2. A scaled drawing/picture showing new sign structure and sign face(s) including all dimensions, footing details, sign height, support structure, and/or attachment details as applicable.

TYPE OF SIGN REQUESTED

- Ground/pole sign
- Face Change
- Wall
- Window
- Temporary

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).

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PERMANENT FREESTANDING SIGNS

Type

- | | |
|---|---|
| <input type="checkbox"/> Ground/Pole | Number of signs _____ |
| <input type="checkbox"/> Institution | Face grade area _____ sq. ft. |
| <input type="checkbox"/> Subdivision/Development Sign | Height above grade _____ ft. |
| <input type="checkbox"/> Face change only | Illumination (circle): Internal External None |
| | Setback from right-of-way: _____ ft. |
| | Type of footing _____ |
| | Depth of footing _____ ft. |

PERMANENT WALL & WINDOW SIGNS

Building ID _____	Total square footage of signage site _____ sq. ft.
Tenant ID _____	Window area (if applicable) _____ sq. ft.
Sign face area _____ sq. ft.	Illumination (circle): Internal External None
Height above grade _____ ft.	
Linear feet of wall _____ ft.	

TEMPORARY EVENT SIGN / COMMUNITY POSTER SIGN

Event description _____

Type of sign

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Banner | Sign area _____ sq. ft. |
| <input type="checkbox"/> Flag | Height above grade _____ ft. |
| <input type="checkbox"/> Portable | Setback from right-of-way _____ ft. |
| <input type="checkbox"/> Other _____ | Start date _____ End date _____ |

(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)

BUILDING PERMIT REMINDERS

1. 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 at (269) 743-4566 with any questions.
2. An electrical permit and inspection is required from KABA for illuminated signs. Contact KABA with questions or to schedule an inspection.

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I (we), the undersigned, do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

Fee: \$100

Date

Signature of Applicant

Print Applicant Name

Date

Signature of Property Owner

Print Property Owner Name