



**Village of Sebewaing**  
222 North Center Street  
Sebewaing MI 48759  
Phone: 989-883-2150 Fax: 989-883-9367  
Email: office@SebewaingMI.gov

This institution is an equal opportunity provider

**www.SebewaingMI.gov**

## Application for Sign Permit

*Fee \$25.00*

### To be completed by SIGN OWNER

Project name: \_\_\_\_\_

Project explanation:

\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_ Parcel No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Print Sign Owner Name: \_\_\_\_\_

Signature of Sign Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by INSTALLER

Name of Installer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Print Contact Person Name: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by PARCEL OWNER

Parcel Owner Name: \_\_\_\_\_

Parcel Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parcel Owner Phone: \_\_\_\_\_ email: \_\_\_\_\_

Print Parcel Owner Name: \_\_\_\_\_

Signature of Parcel Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed Application for Sign Permits are required to be submitted to the Village of Sebewaing Municipal Office eight (8) days prior to the Planning Commission meeting.** The Planning Commission meets the third Tuesday of the month. **The permit expires in one year from the approval date.** Projects not completed prior to the expiration date will require a new permit.

The following items must be attached to this application when submitted or it will not be reviewed:

- € A front profile drawing having a scale of ¼ inch to 1 foot or greater from grade to the top of the sign excluding text or pictures
- € A plot of the site showing the location and dimensions of the sign in relation to property lines, road right-of-way, parking spaces, driveways, sidewalks and building, as well as the location of any existing pole or ground signs on the parcel including billboards. All existing sign sizes shall be indicated.
- € A lighting diagram shall be provided indicating the type of lighting proposed for the sign.
- € Along with the building plans a footing plan must be submitted showing the footing depth and size meeting the standards found in the Michigan Building Code which is incorporated herein by reference.
- € The building plans must include structural plan showing structural members and fasteners meeting the standards found in the Michigan Building Code.
- € A completed building permit application must be filled out and attached.

The following must be completed by the applicant or parcel owner:

- € The road or highway right-of-way must be clearly marked in front of the proposed sign for inspection reasons. The leading edge of a pole or ground signs must be no closer than 10 feet to any road right-of-way.
- € The right-of-way must be marked during both footing inspection and during final inspection.

### **Sign Location Drawing**

Please draw a site plan showing the location of any ground or pole sign, the distance from the curb or edge of road, the distance from the County Road right-of-way and/or State Highway right-of-way, the distance from side property lines, and the distance from sidewalks, parking spaces and driveways.

The items listed below are to determine if a ground or pole sign placement is in compliance with the code and sign ordinance. The drawing will be checked by the Huron County Building Inspector for compliance and it is necessary to show all of the items listed below to complete the review process. If any of the items are not included on your drawing it will be denied a permit for insufficient information.

### **Must show on drawing:**

- ✓ Building
- ✓ Driveway with distance to sign.
- ✓ Parking lot and distance from sign
- ✓ Parking spaces
- ✓ Pole or ground sign
- ✓ The distance from the side property line to the sign (must be a minimum of 10 feet)
- ✓ The distance from between the sign and the right-of-way (must be minimum of 10 feet.)
- ✓ Landscaping

By signing this application, I acknowledge that I have read and understand all requirements of the Village Sign Ordinance that must be followed in order to secure a permit to install the requested sign(s). I agree to follow all provisions of the Village Sign Ordinance related to sign installation including sign placement, location on the parcel, setbacks from side property lines as well as the setback from any road or highway right-of-way. I agree to follow and understand fully all sunset provisions which require all pole, ground, and wall signage on the parcel to be brought into total compliance with the Village Sign Ordinance. I take full responsibility for providing true and accurate information and for marking the road or highway right-of-way. I attest to the fact that the plot plan provided to the County Building Inspector shows the true road or highway right-of-way location and that the proposed sign will be installed as requested and will be set back a minimum of 10 feet from any road or highway right-of-way. I attest that I understand that I may replace the face or faces of the signs and this change does not bring them into compliance with the Village Sign Ordinance. I further attest that I was given a copy of the sign ordinance and have read and understood all provisions and requirements completely and agree to abide by the same.

**Required Signatures**

Signature of Sign Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Installer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parcel Owner: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
*Office Use Only*

<i>Date Received</i>		<i>Amount Paid</i>	
<i>Expiration Date</i>		<i>Cash or Check</i>	
<i>Current Zoning</i>		<i>Receipt #</i>	
<i>DPW Superintendent Signature</i>	<i>Date</i>		
<i>Light &amp; Water Signature</i>	<i>Date</i>		
<i>Zoning Administrator Signature</i>	<i>Date</i>		
<i>Zoning Administrator Final Inspection Signature</i>	<i>Date</i>		