

NORTHFIELD TOWNSHIP MICHIGAN

8350 Main Street • Whitmore Lake, Michigan 48189-0576

Telephone: (734) 449-2880 • Building Dept. (734) 449-5000 • Fax: (734) 449-0123 • Web Site: www.twp-northfield.org

SIGN PERMIT APPLICATION

Applicant Requirement Checklist	
<input type="checkbox"/>	\$100 zoning compliance fee for up to 2 signs (must be paid by cash or check when application is submitted). Fee is non-refundable. Application will not be processed until payment is received. Additional signs = \$50 each.
<input type="checkbox"/>	Scaled drawing of the property showing location of all buildings/structures and location of the proposed sign, including setbacks, for ground signs.
<input type="checkbox"/>	Drawing of the proposed sign with sign dimensions labeled
<input type="checkbox"/>	Reface only: Photograph of the existing sign to be replaced, dimensions of the sign, and location on the property.
<input type="checkbox"/>	Ground Sign: Submit a Building Permit application with proper construction drawings.
<input type="checkbox"/>	If a Building Permit is required, \$25 application fee and \$50 per inspection fee due before processing. (Re-Fee = \$45) Additional Construction fees of \$4 per \$1000 Cost.
<input type="checkbox"/>	Illuminated Sign: Submit Electrical Permit application. (Additional fees required for Electrical Permit)

Received	Paid
Rec'd By: _____	Permit #: _____
Property Information	
Please Print	
Street Number _____	Street Name _____
City _____	State _____ Zip _____
Parcel ID: B -- ____ -- ____ -- ____ -- ____	
Zoning: AR LR ME MHP SR1 SR2 LC HC GC LI GI RTM ES RC RO PSC PUD WLD-____ Whit Lk/N. Terr. Overlay Dist.	

Proposed Sign Information			
Type of Sign: (Check all that apply) <input type="checkbox"/> New <input type="checkbox"/> Ground <input type="checkbox"/> Reface <input type="checkbox"/> Temporary <input type="checkbox"/> Wall <input type="checkbox"/> _____	SIGN ONE: Area: _____ Height: _____ Material: _____ Illuminated: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, type of lighting: _____ _____ Estimated Cost of Sign \$ _____ For Wall Sign Only: Building Frontage: _____	SIGN TWO: Area: _____ Height: _____ Material: _____ Illuminated: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, type of lighting: _____ _____ Estimated Cost of Sign \$ _____ For Wall Sign Only: Building Frontage: _____	SIGN THREE: Area: _____ Height: _____ Material: _____ Illuminated: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, type of lighting: _____ _____ Estimated Cost of Sign \$ _____ For Wall Sign Only: Building Frontage: _____

Existing Sign Information	
Do any signs currently exist on the site? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, please provide the information requested: Number of Existing Signs: _____	Total Area of Existing Signs: _____
Type of Sign(s): _____	Location of Sign(s) on Property: _____
_____	_____

Applicant Information

Please Print

Business Name _____ Applicant's Name _____

Address _____ City _____ State _____ Zip _____ () _____
Contact Number**Applicant's Permit Compliance Agreement**

Permits are not transferable as to person or place and are not refundable. Issuance of a permit does not guarantee compliance with any building or other code. Homeowners may obtain permits only for work which they perform. Completed work must be inspected immediately. Firms or person installing work shall be responsible for obtaining permits and inspections and payment of fees. If work started before a permit is issued, an administration fee equal to a permit fee will be assessed.

Section 23a of the State Construction Code Act of 1972, Act 30 of the Public Acts of 1972, being section 125.1531 of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.

I have read and understand the conditions listed above

Signature _____ Date _____ Email Address _____

Property Owner Information (To be filled out if the applicant is NOT the property owner)

Please Print

Property Owner's Name _____ Contact Number _____

Address _____ City _____ State _____ Zip _____

Property Owner's Permit Compliance Agreement

I, _____, hereby state that I am the owner in fee of the property described on this application and that I have authorized _____ to act as my agent for the purpose of obtaining the permit herein requested.

Property Owner's Signature _____ Date _____

OFFICE USE ONLYZONING: APPROVED DENIED

Zoning Compliance Administrator Signature _____ Date _____

Notes/Stipulations: _____

BUILDING: APPROVED DENIED

Building Compliance Administrator Signature _____ Date _____

 NO BLDG PERMIT NEEDED

Notes/Stipulations: _____