



# VILLAGE OF MANCHESTER

912 CITY ROAD P.O. BOX 485  
MANCHESTER, MI 48158  
(734) 428-7877 FAX: (734) 428-1877  
WWW.VIL-MANCHESTER.ORG

## APPLICATION FOR PERMIT TO ERECT A SIGN

Application Date: \_\_\_\_\_

### APPLICANT IDENTIFICATION:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

### PROPERTY IDENTIFICATION:

Address: Between \_\_\_\_\_ and \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Current Use: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Name of Business (if applicable): \_\_\_\_\_

### DESCRIPTION OF PROPOSED SIGN:

Before completing this portion of the application, review the sign ordinance in order to meet the requirements for the specific type of sign desired and zoning districts in which the property is located. A scale drawing at 1/4" = 1' of the sign as it is intended to be placed on the building or off-premises is required. A photograph of the building frontage or the property showing where the sign will be located shall also be furnished with this application.

Type of Sign (See 151.147-151.152): \_\_\_\_\_

Placement of Sign: On-Premises: \_\_\_\_\_

Off Premises: \_\_\_\_\_

Sign Materials: \_\_\_\_\_

Sign Size: \_\_\_\_\_ Sign Area: \_\_\_\_\_ Sign Weight: \_\_\_\_\_

Building Face parallel to Street: \_\_\_\_\_ ft. x 1.5 ft/or 1.0 sq. ft. = \_\_\_\_\_ sq. ft.

Type of Illumination (See 3.3 and 5.7): \_\_\_\_\_

### APPLICANT'S STATEMENT:

I hereby state that the information that I have provided in this application is true and correct to the best of my knowledge. I also acknowledge receipt of the sign ordinance portion of the Manchester Village Code.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

\$50.00 Fee Paid      Date Paid: \_\_\_\_\_      Received by: \_\_\_\_\_

Sign Scale Drawing Attached       Photograph of Location Attached

Permit Number: \_\_\_\_\_

Planning Commission Findings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action: \_\_\_\_\_      Date: \_\_\_\_\_      Chair: \_\_\_\_\_

Sign Officer Findings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final Inspection Approval      Date: \_\_\_\_\_

By: \_\_\_\_\_

Maintenance Record: