



**OFFICE OF COMMUNITY DEVELOPMENT**

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

**APPLICATION FOR SIGN PERMIT**

**It shall be unlawful for any person to erect, re-erect, alter or relocate any sign in the City of Dexter, unless a permit shall have been first obtained from the Community Development Office, except as provided in Section 7.03 of the Zoning Ordinance.**

Name of Business: \_\_\_\_\_

Property Address/Sign Location: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Owner Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Sign Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Contractor Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**Application Procedure:** Please check if the following information is being provided, and attach the required documents to this application.

Yes	No	
		The sign permit fee paid in accordance with the current Planning and Zoning Fee Schedule, adopted by the City Council.
		A scaled drawing of each sign that shows the dimensions of the sign, the height of the sign, design of the sign and lettering, dimensions of the lettering, the type of materials to be used for the sign and its support system, type of illumination, and color, in accordance with Article 7 Signs in the Zoning Ordinance.
		A scale drawing of the site or building, showing the placement of all signs, both existing and proposed. This drawing shall include all the dimensions of the site or building, in accordance with Article 7 Signs in the Zoning Ordinance..
		Detailed information about other existing signs on the property, including dimensions of the sign, the height of the sign, design of the sign and lettering, dimensions of the lettering, the type of materials used for the sign and its support system, type of illumination, and color. The application shall also indicate whether the existing sign is to remain or be removed, in accordance with Article 7 Signs in the Zoning Ordinance.
		The consenting signature of the property owner.

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\_\_\_\_\_  
Business Owner's Signature      Date

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

\_\_\_\_\_  
Property Owner's Signature      Date

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**Any sign that makes use of electricity shall, in addition to a sign permit, require an electrical permit from the Washtenaw County Building Department, regardless of size. All other signs also require a building permit from the Washtenaw County Building Department.**

***\*\*This Permit expires six (6) months after the approval date.\*\****

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**Staff Review:**      Fee: \$50      Date Received: \_\_\_\_\_      Receipt # \_\_\_\_\_

   Approved      Denied      Reviewed by: \_\_\_\_\_

ALL EXISTING NONCONFORMITIES ON THE SITE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASONS FOR APPROVAL: \_\_\_\_\_

\_\_\_\_\_

REASONS FOR DENIAL: \_\_\_\_\_

\_\_\_\_\_

APPROVAL STAMP: