



APPLICATION FOR SIGN PERMIT

Department of Building & Engineering

All signs shall meet the requirements of the current Saline sign regulations, covenants, or related provisions
 A separate application is required for each sign to be installed.

Part 1. To be completed by applicant

OWNER	CONTRACTOR
NAME	
ADDRESS	
PHONE #	
FAX #	

Name of Business/operation: _____ Address: _____

Type of tenancy: own rent lease, other: _____

Type of Sign: (check one) Mounted on Ground Mounted on Building

Category: New Sign Change/replace face Repair/fix Temporary

Building Frontage in Feet: Width if tenant space _____ Or, Width if single use _____

Sign Characteristics (attach accurate sketch of sign and support details)

Height from ground to top of sign: _____ feet From ground to bottom of sign: _____ feet

Type of Illumination: external internal Number of signs faces: _____

Color of sign face background: _____ Color (s) of letters / design _____

Sign Face Dimensions (including frame)

Horizontal: _____ Vertical: _____ Width (thickness): _____

Projection from building wall(if not a ground sign): _____

Square Footage of all sign faces (including frames): _____ attach computation sheet.

Square Footage of all support faces: _____

Sign Use Classification (check all that apply)

- | | | | | |
|--|---------------------------------------|---|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Building, wall | <input type="checkbox"/> Ground Sign | <input type="checkbox"/> Awning | <input type="checkbox"/> Canopy | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Directional | <input type="checkbox"/> Identification | <input type="checkbox"/> Marquee | <input type="checkbox"/> Historical |
| <input type="checkbox"/> Rear Entrance | <input type="checkbox"/> Off-site | <input type="checkbox"/> Subdivision | <input type="checkbox"/> School | <input type="checkbox"/> Business |
| <input type="checkbox"/> Changeable copy | <input type="checkbox"/> Other: _____ | | | |

Sign Location Information (attach 8 1/2 X 11 site plan sketch with site feature)

Distance from edge of sign to: Front Property Line: _____ ft. Side Lot Line: _____ ft. Driveway: _____ ft.

On US-12: If sign projects into MDOT trunkline R.O.W. - Submit copy of trunkline permit

Part 2. To be completed by City Staff:

Sign Located in Zoning District: _____ Sign Requirements: _____ OK

Item Code Section(s) Compliance / remarks

- Sign Area _____
- Support Area _____
- Total Sign Area (Site) _____
- Front/Side Setbacks _____
- Height _____
- Variance Action Date: _____ (attach copy of zba action): _____

Reviewed and approved for permit by: _____ Date: _____

PERMIT WILL NOT BE PROCESSED UNLESS ALL ATTACHMENTS AND INFORMATION IS PROVIDED