



Application for a Sign Permit

Contact Information					
Applicant			Owner (leave blank if applicant is owner)		
Name:			Name:		
Current address:			Current address:		
City:	State:	ZIP Code:	City:	State:	ZIP Code:
Phone:			Phone:		
e-mail:			If this application has been prepared by someone other than the applicant or owner, please provide name and contact information:		
I am the (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent					
<input type="checkbox"/> Contractor/Architect <input type="checkbox"/> Developer <input type="checkbox"/> Other _____					
Sign Information					
Business Name, if applicable:			Street Address of sign location:		
Sign position in relation to adjoining properties, property lines and nearby structures:					
<p>Two drawings of proposed sign(s) shall be submitted at the time of application for review by the Zoning Administrator and in those cases where Village Council review is required, ten days prior to scheduled site plan review. The following information shall be included in the drawings:</p> <ol style="list-style-type: none"> Height of sign above the ground and support structure(s). Area and dimensions of sign surface. Lettering of sign as it will appear on the erected sign. Lettering need not be in the style (font) of the finished sign but must be printed in the size and weight approximating that of the final constructed sign. <p>If deemed necessary by the Zoning Administrator, a copy of stress sheets and calculations showing structure as design for dead load and wind pressure in accordance with Village of Elberta Sign Ordinance. The Zoning Administrator may require that the drawings submitted with the application be signed by a professional engineer. The Zoning Administrator may also require information showing full compliance with the Village of Elberta Sign Ordinance and other applicable laws of the Village of Elberta and State of Michigan.</p> <p>A certificate of insurance may be required for installation of freestanding or overhanging signs.</p> <p>Applicant is entitled to apply to the Village Council for an appeal from any determination of the Zoning Administrator within 30 days of the below action.</p>					
Name of person, firm, corporation or association erecting the sign:					
Address:		City:		State:	ZIP Code:
Point of Contact for erecting sign:		Telephone:		e-mail:	
<p>Please submit completed application with the application fee payable to the Village of Elberta, PO Box 8, Elberta, MI, 49628</p> <p>Questions? Contact the Elberta Zoning Administrator at: 231-383-3771 or zoning@villageofelberta.com</p>					
For Village Use					
Application received by (name & title):				Date:	
Fee Received: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Check					
Action Taken					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Conditions:					
Zoning Administrator Signature:				Date:	
Date referred to Council:					