

Village of Almont

Planning & Zoning Department
817 N. Main Street
Almont, MI 48003
810-798-8528

Village of Almont Sign Permit/Zoning Compliance Permit

Date Received:	Application Number:	Fee Collected:
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- Sign Permit Review - New Sign Sign Permit Review - Alteration
 Sign Permit Review - Temporary Zoning Compliance for Building Permit

A zoning compliance permit is required to obtain a building permit for all residential additions, accessory buildings, pools, and fences. It is necessary to review the application for compliance with the Zoning Ordinance and to make sure all rights-of-way are observed.

Sign Permit Review - New Sign	Fee:
Sign Permit Review - Alteration	Fee:
Sign Permit Review - Temporary	Fee:
Zoning Compliance Permit	Fee:

This does not include building permit fees. Building permits are obtained through Construction Code Authority.

I. Applicant Information

Applicant's Name:

Address:

City: State: Zip:

Phone: Email:

II. Property Information

Business/Development Name:

Business/Development Address:

Business/ Development Type Residential Commercial Office Industrial Other

III. Sign Details

Proposed Sign Area (square feet) Proposed Height (feet)

IV. Sign Plan Information This will be Temporary Sign Use- not to exceed six (6) months

Drawings Prepared By:

Contact Name: Phone:

Address:

City: State: Zip:

Email:

Temporary Sign Time Period

Required information on Proposed Sign

Attach a scaled plot plan: Drawings may be 8 1/2" x 11" paper. Show the location of existing and proposed sign(s) and all existing and proposed structures within two hundred (200) feet of the sign(s).

The plot plan shall also show the location of existing and proposed streets, roadways, parking areas, signs, entrances and exits within two hundred (200) feet of the proposed sign(s).:

Attach drawing of the proposed sign(s) to be erected or installed on the site shall be submitted with the site plan and shall include all of the following detailed information:

- (a) Height of the sign above the ground
- (b) Surface of the sign (material, color, and dimensions)
- (c) Area of sign surface.
- (d) Lettering of sign drawn as it will appear on the erected sign. It need not be in the style of the finished sign, but must be neatly printed in the size and of a weight approximating that of the final constructed sign.
- (e) Method and color of illumination, if any.
- (f) Logos, emblems or additional features.
- g) Such additional information as the Zoning Administrator the Planning Commission considers necessary or pertinent to the application.
- (h) A drawing of the total building wall upon whose face the sign is to be displayed at a reasonable scale.
- (i) Color swatches or samples depicting actual sign colors and materials shall accompany applications for sign permits for shopping centers and office buildings with multiple wall signs.

V. Zoning Compliance Information Owner Affidavit Submitted

Property Address:

Nearest Crossroads:

Legal Description: Attached

Parcel ID# Property Size:

Frontage: Existing Zoning:

Size of Proposed Structure(s) (square feet)

Required information for zoning compliance.

Attach a scaled plot plan (Mortgage Survey works great for this): Drawings may be on 8 1/2" x 11" paper. Must include:

1. Complete legal description. The property identified by parcel lines and location and size.
2. The location of existing structures.
3. The location of proposed and main accessory buildings, existing structures, fences, decks, pools, the height of all buildings and square footage of floor space.
4. Yard/setbacks and critical dimensions between buildings and all other site improvements.
5. Existing easements located on the property.
6. Location of all site utilities
7. Fences (location and details)
8. All architectural building elevations (front, sides, and rear).
9. Type of surface material and design of all exterior surfaces.
10. Dimensioned floor plans.
11. Decks and/or patios
12. Carport locations and details (including architectural elevations).

Signatures (Both the applicant and legal owner of the property must sign this application.)

Signature of Applicant

Signature of Legal Owner

Printed name of applicant

Printed name of Legal Owner

Office Use:

Permit Reviewed: Approved Denied

Signature of Zoning Administrator

Date