



SIGN PERMIT APPLICATION

Form # 200-SP

This document must be completed in full by the Applicant. Please see Applicant Instructions for complete submittal requirements.

Date of Application _____

Applicant Name _____

Business Name _____

Business Address _____

Business Phone Number _____

Alternate Phone Number _____

Email Address _____

Is this a commercial or residential use? Commercial Residential

Zoning District _____

Contractor Erecting Sign (required) _____

Contractor Address _____

Contractor Business Phone _____

Contractor Email Address _____

Address where Sign will be Erected _____

Description of Sign Position in Relation to Nearest Building _____

FOR OFFICE USE ONLY			
<i>Permanent sign application fee is 10% of value of the sign to a maximum of \$500.00</i>			
Payment Type:	Check # _____	Cash _____	Money Order _____
Amount Paid:	\$ _____	Payment Received by	_____
Comments:			

Submittal Instructions (see Applicant Instructions for full requirements):

1. Please make sure sign design conforms to City of Clarkston Code of Ordinances Section 15.5-1 et seq., available online at www.cityofclarkston.com before constructing sign.
2. Do not construct sign prior to issuance of permit.
3. Completed application and plans must be in the City Clerk's office no later than 5:00pm on the first day of the month in order to be on that month's Zoning and Review Committee agenda.
4. If application is incomplete, it will not be considered for approval.
5. Filing fee must be submitted with the application.
6. Applicant may appeal any decision to the City Council.
7. Please include **six (6) copies** of the following items with the application:
 - a. Plans and specifications which **must include**: Included
 - Site plan of the building and all proposed and existing sign locations, including _____



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signs both attached to the building as well as any detached monument type signs. Include dimensions of the building face to which the sign will be attached.

- If the sign will be attached to a shopping center, strip center and/or as part of a complex of connected buildings, it must be uniform in location, size, and color of lettering to the adjacent existing signs. If these conditions apply to your situation, **you must provide photographs of the signs located adjacent to your proposed sign.** If there is a major tenant in the shopping center, include a photograph and dimensions of the major tenant sign. If there is no major tenant, please directly state this.

b. Sign dimensions and details, **including** a drawing and the following information:

Attached signs:

- Overall size of the building façade
- Size of the sign
- Bolt size (no less than 3/8") and connection types and details
- Color and size of font lettering (no more than 4" on attached signs)
- Materials to be used
- Distance of the sign from the ground
- Amount of projection of the sign from the building

Detached monument signs:

- Foundation details
- Sign colors
- Sign materials
- Distance of the sign from the ground

c. The following additional documents

- Written consent of the owner of the building or land
- Electrical wiring diagrams where applicable
 - Insured electrical contractor information
- Copy of stress sheets
- Dead loads and wind pressure in any direction
- Hold harmless agreement to save City from damages
- Estimated/Actual Cost of Sign (copy of invoice)

8. Your application will not be accepted or reviewed until all required submittal items are received.

9. Your application will be reviewed by the Planning and Zoning Commission on _____ (date). The Planning and Zoning Commission meetings are held at City Hall.



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CONDITIONS

By submitting this Application, Applicant agrees to the following conditions which are mandatory for a sign permit in the City:

Insurance Requirement

Applicant must procure, maintain and keep in full force and effect at all times for so long as the sign that is the subject of this application is in place, liability insurance insuring against all third party liability claims and demands for injury to, or death of, persons, or damage to property which arise out of the installation, placement or maintenance of said sign. Such policy of insurance shall insure against any such claim, injury, or loss in an amount not less than \$500,000.00, per occurrence, \$1,000,000.00 General Aggregate for injury (including death) to one or more persons attributable to a single occurrence and for property damage. Such liability insurance may be in the form of general premises liability insurance. A certificate reflecting such insurance coverage shall be provided to the City before the issuance of any sign permit.

Maintenance of Sign

Applicant agrees to maintain said sign in a safe manner, so that it is not a hazard to pedestrian or vehicular traffic, and to conform to all zoning, traffic and safety ordinances of the City of Clarkston with regard to the placing of said sign.

Removal of Sign

The undersigned agrees to remove any sign upon request by the City of Clarkston, in the event it should be deemed by the City Manager to be hazardous to the health, safety and welfare of the public.

SO AGREED:

Applicant Signature Date

Approval Planning & Zoning Committee:

Print Name	Title
Signature	Date

Approval by City Council (When Applicable):

Print Name	Title
Signature	Date