



SIGN PERMIT APPLICATION

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

Permanent sign application fee is 10% of value of the sign to a maximum of \$500.00

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 last day of the month in order to be on that month's Zoning Board meeting 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 **seven (7) copies** of the following items with the application:
 - a. Plans and specifications which **must include:** _____ Included



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- Site plan of the building and all proposed and existing sign locations, including 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