

PS: _____
PSFC: _____

**SIGN PERMIT APPLICATION
VILLAGE OF MACKINAW CITY**

1. Date: _____
2. Applicant:
Name: _____
Address: _____
City: _____
Phone: _____
3. Property Owner (if different than Applicant):
Name: _____
Address: _____
Phone: _____
4. Name of Business: _____
5. Property Sign to be Installed on:
Address: _____
Property ID #: _____
6. Number of Streets Property Fronts/Borders: _____
7. Length of Street Frontage (include all bordering streets) of this Property: _____ feet
8. Sign Classification:

<input type="checkbox"/> Wall	<input type="checkbox"/> Changeable Letter	<input type="checkbox"/> Business Center
<input type="checkbox"/> Pole	<input type="checkbox"/> Window	<input type="checkbox"/> Marquee
<input type="checkbox"/> Projecting	<input type="checkbox"/> Awning	<input type="checkbox"/> Other _____
9. Dimensions of Proposed Sign:
Height: _____ Width: _____ Area: _____
Height above Grade at Lowest Part of Sign: _____
Height above Grade at Highest Part of Sign: _____
10. List Materials to be Used in Construction of Sign and its Support Structure:

PS: _____
PSFC: _____

11. List all other Approved Signs on the Property (use additional sheets if necessary):

Sign Type	Area	Variance Granted?

11. Will Sign be Placed in or Over the Right of Way: Yes: _____ No: _____

If yes, Insurance or Bonding Agent's Name: _____

Agent's Address: _____

Bond Number: _____

12. Will Sign be Illuminated? Yes: _____ No: _____

If yes, Electrician's Name: _____

Electrician's Address: _____

Electrician's Phone: _____

13. Manufacturer of Sign: _____

Manufacturer's Address: _____

Manufacturer's Phone: _____

14. Installer of Sign: _____

15. Installer's Address: _____

With this application, you need to include architectural plans and specifications of the proposed sign. The sign must be in accordance with the provisions and regulations of the Mackinaw City Sign Ordinance. Only a Sign Variance approved by the Zoning Board of Appeals allows for any variation of this Ordinance.

Signature of Property Owner: _____ Print Name: _____

Signature of Owner of Sign: _____ Print Name: _____

Signature of Applicant: _____ Print Name: _____

**** Call the Village (231-436-5351) at least 24 hours before erecting the sign for an inspection to verify measurements. Thank you.**

PS: _____
PSFC: _____

SIGN PERMIT APPROVAL/DENIAL

Date Received: _____

Variance Requested: _____

If yes, Zoning Board of Appeals Action: _____

Date of ZBA action: _____

Action Taken by Village:

_____ Permit Issued

_____ Permit granted under Variance

_____ Permit Denied

Notes/Special Conditions of Permit:

Date: _____ Authorizing Signature: _____

Title of Official: _____

Permit Fees:

___ New Sign \$45.00

___ Sign Face Change \$10.00

The permit fee must be paid at the time of application.

No permit will be issued until the fee is paid.

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