



# SIGN APPLICATION

INSPECTIONS . . . . . (248) 626-1601

PERMIT No. \_\_\_\_\_

DATE STAMP \_\_\_\_\_

32325 Franklin Rd • Franklin MI 48025-1199 • Phone (248) 626-9666 • Fax (248) 626-0538

The undersigned hereby applies for a permit to (describe project)

\_\_\_\_\_

\_\_\_\_\_

**SUBMIT CHECKLIST WITH APPLICATION**

<b>I. LOCATION OF PROJECT</b>		Historic District? <input type="checkbox"/> yes <input type="checkbox"/> no	Zoning District
Address: _____			
Village: <b>FRANKLIN MI</b>	Township: <b>SOUTHFIELD</b>	County: <b>OAKLAND</b>	Zip Code: <b>48025</b>
Between _____		And _____	
<b>II. PARCEL IDENTIFICATION # 24-</b>			
<b>A. PROPERTY OWNER <u>OR</u> LESSEE (PLEASE CIRCLE)</b>			
Name: _____		Telephone No: _____	
Address: _____	City: _____	State: _____	Zip Code: _____
<b>C. SIGN CONTRACTOR</b>			
Name: _____		Telephone No: _____	
Address: _____	City: _____	State: _____	Zip Code: _____
License No: _____		Expiration Date: _____	
Federal Employer Number or Reason for Exemption: _____			
Worker's Comp Insurance Carrier or Reason for Exemption: _____			
MESC Employer Number or Reason for Exemption: _____			

Property Owner Signature Required \_\_\_\_\_

Date: \_\_\_\_\_

**VI. APPLICANT INFORMATION:**

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name:		Telephone No.	
Address:	City:	State:	ZIP:
Federal ID no. (if applicable)			

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Signature of Applicant	Print Name	Application Date
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**VII. FOR INTERNAL USE ONLY**

	REQUIRED	APP / REJ	DATE	BY
A ~ BUILDING PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
B ~ CULVERT PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
C ~ FENCE PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
D ~ FLOODPLAIN PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
E ~ LANDFILL PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
F ~ SOIL EROSION PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
G ~ TREE REMOVAL PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
H ~ WETLANDS PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
I ~ HISTORIC DISTRICT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
J ~ ZONING BOARD **	<input type="checkbox"/> Yes <input type="checkbox"/> No			

\*\* Zoning District \_\_\_\_\_ Required Setback \_\_\_\_\_ Front \_\_\_\_\_ / \_\_\_\_\_ Side \_\_\_\_\_ Back \_\_\_\_\_  
 Proposed Setback \_\_\_\_\_ Front \_\_\_\_\_ / \_\_\_\_\_ Side \_\_\_\_\_ Back \_\_\_\_\_

**VIII. VALIDATION**

**DATE STAMP**

Approved by:

(signature)

VILLAGE OF FRANKLIN BUILDING OFFICIAL

DATE STAMP

## SIGN CHECKLIST

- \_\_\_ Completed Permit Application as provided by the Village of Franklin, including:
  - \_\_\_ A full identification of the applicant and all interested parties i.e.: proof of ownership (title insurance), signatures and/or letter of authorization.
  - \_\_\_ The residence address and/or business address of applicant, authorized corporation and/or all interested parties.
- \_\_\_ Sign Contractor Information
- \_\_\_ An application fee of **\$40.00** (non-refundable)
- \_\_\_ Verify if project is located in the Historic District (If located within the Historic District, submit application to the Historic District Commission for review) *(14 COPIES)*
- \_\_\_ A complete written description and location of the property, prepared by a licensed and registered architect.
- \_\_\_ Two (2) copies of certified plot plan indicating:
  - \_\_\_ Dimensions of all property lines
  - \_\_\_ Dimensions of existing signs and proposed sign
  - \_\_\_ Setback dimensions of all yards to sign
  - \_\_\_ Location of proposed sign
- \_\_\_ Two (2) copies of drawings illustrating dimensions, design, materials to be used
- \_\_\_ Written description of the method of construction and attachment to the building or in the ground
- \_\_\_ Such further information as the Building Official or Council may require.

**The applicant shall be responsible for 100% of all consultant fees incurred by the Village PLUS a 10% administrative fee.**