

315 Bridge St.
P.O. Box 398
Elk Rapids, MI 49629



VILLAGE OF ELK RAPIDS
Phone: 231-264-9274
Fax: 231-264-6337

SIGN PERMIT APPLICATION

SIGN PERMIT APPLICATION FILE NUMBER

VILLAGE OF ELK RAPIDS
PLANNING/ZONING DEPT.
E-MAIL: vllgzoning@elkrapids.org

APPLICATION FEE: \$

PLEASE COMPLETE THIS FORM AND SUBMIT TO THE VILLAGE OF ELK RAPIDS PLANNING AND ZONING ADMINISTRATOR WITH THE FOLLOWING INFORMATION:

PARCEL NUMBER:

LOT NUMBER:

PROPERTY ADDRESS:

PROPERTY OWNER(S) NAME, ADDRESS, AND TELEPHONE NUMBER:

APPLICANT(S) NAME, ADDRESS, AND TELEPHONE NUMBER:

TYPE AND SIZE OF SIGN(S) PROPOSED (AS DEFINED IN VILLAGE OF ELK RAPIDS ZONING AND UNIFIED DEVELOPMENT CODE CHAPTER 162):

APPROXIMATE VALUE OF EACH PROPOSED SIGN:

WILL SIGN(S) BE ILLUMINATED?

YES

NO

If yes, lighting shall comply with Section 527., of the Village of Elk Rapids Zoning Code and a detailed drawing of proposed lighting fixture(s) shall be provided prior to permit approval.

***AFFIDAVIT: THE UNDERSIGNED AFFIRMS THAT HE/SHE IS THE _____
(OWNER, AGENT, OR LESSEE) INVOLVED IN THIS APPLICATION AND THAT THE FOREGOING
ANSWERS, STATEMENTS AND INFORMATION ARE IN ALL RESPECTS TRUE AND, TO THE BEST OF
HIS/HER KNOWLEDGE, CORRECT. BY MAKING THIS APPLICATION, THE UNDERSIGNED GRANTS
ALL OFFICIALS, STAFF, AND CONSULTANTS OF THE VILLAGE OF ELK RAPIDS ACCESS TO THE
SUBJECT PROPERTY AS REQUIRED AND APPROPRIATE TO ASSESS SITE CONDITIONS IN SUPPORT
OF A DETERMINATION AS TO ZONING ORDINANCE COMPLIANCE.***

SIGNATURE OF PROPERTY OWNER:

DATE:

SIGNATURE OF APPLICANT:

DATE:

NOTE: PERMIT IS VALID FOR ONE (1) YEAR FROM DATE OF APPROVAL

SIGN PERMIT APPLICATION CHECKLIST

WALL SIGNS:

COMPLETED SIGN PERMIT APPLICATION FORM

SIGN CONSTRUCTION DRAWING SHOWING SIZE, MATERIALS, DIMENSIONS
PROJECTION FROM THE WALL AND METHOD OF ATTACHMENT TO THE WALL.

ELEVATION DRAWING TO SCALE SHOWING DIMENSIONS OF FRONT OF BUILDING OR
TENANTS AREA, AND SIGN LOCATION ON WALL.

IF SIGN IS TO BE ILLUMINATED, A NOTE ON THE DRAWINGS INDICATING THE SIGN
WILL BE UL (OR EQUIVALENT) LISTED.

GROUND SIGNS:

COMPLETED SIGN PERMIT APPLICATION FORM

APPLICATION FEE

SITE PLAN SHOWING RIGHT OF WAY LINES, PUBLIC EASEMENTS, AND SIGN LOCATION. LABEL
THE DISTANCE FROM RIGHT OF WAY LINE TO LEADING EDGE OF SIGN.

SIGN CONSTRUCTION DRAWING SHOWING MATERIALS, DIMENSIONS, FOOTING DEPTH AND
THICKNESS OF THE SIGN.

IF SIGN IS TO BE ILLUMINATED, A NOTE ON THE PLANS INDICATING THE SIGN WILL BE UL (OR
EQUIVALENT) LISTED.

FOR VILLAGE USE ONLY

SIGN PERMIT APPLICATION FILE NUMBER:

FEE TENDERED: \$

PERMIT APPROVED

CASH CHECK #

PERMIT DENIED

AUTHORIZED SIGNATURE:

DATE:

Planning and Zoning Administrator