



City of Williamston Planning & Development

1500 W. Grand River Avenue, Williamston, MI 48895

Application for Sign Permit

Location of Proposed Sign: _____ Parcel ID: **33 -18 -** ____ - ____ - ____ - ____

Applicant/Contractor: _____ License Number: _____

Address: _____ Telephone: _____

If the Applicant/Contractor is NOT the Property Owner, please complete the following:

Property Owner Name: _____

Address: _____

Telephone: _____

For temporary signs, please provide the date(s) of the event to be advertised: _____

Temporary signs may be authorized for display up to 14 days before and 48 hours following a scheduled event.

The following must be submitted with all applications. Failure to provide this information may delay your permit.

- A drawing or photo of the proposed sign, with colors, materials, and dimensions indicated.
- A drawing or photo indicating the location of the proposed sign, with lot lines and building dimensions shown.
- For signs to be affixed to a structure, the method of attachment must be shown and/or described.
- Any proposed lighting and electrical connections must be shown. All external lights must be downward-facing.

For large signs, the Building Inspector may require the provision of stress sheets and calculations showing the sign structure as designed for load and wind pressure. You will be notified if this information is necessary.

All permits for temporary non-commercial sidewalk signs must include written permission of the owner of the property on which the sign will be placed. No non-commercial sidewalk sign may obstruct pedestrian or vehicular traffic.

----- CITY HALL USE ONLY -----

[PAID]

Comm - \$35 Res - \$25 Temp - \$15

CASH _____ CHECK# _____

All application fees are due and payable in full to the City of Williamston upon completion of this application. Please submit this application, all supporting information, and applicable fees to Williamston City Hall, 161 E. Grand River Ave.

I hereby certify that I have read this application in its entirety, understand the permit requirements, and have received a copy thereof (if requested).

Applicant/Contractor Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____