

APPLICATION FOR PERMANENT SIGN APPROVAL

353 North 120th Avenue · Holland, MI 49424 · Phone: 616.395.0151 · www.hct.holland.mi.us

Contractor Information

Company _____
Address _____

License No. _____
Contact Name _____
Phone _____
E-mail _____

Owner Information

Company _____
Address _____

Contact Name _____
Phone _____
E-mail _____

Property Information

Address or Location _____
Parcel Number 70 - 16 - _____ - _____ - _____ Zoning District _____
Present Use(s) _____

Description of Proposed Sign(s) – (attach additional site plans, elevations, and details as needed)

_____ Estimated Cost \$ _____

Application shall include a duplicate copy of all information submitted. All plans, elevations, and details shall be drawn to scale and include all existing and proposed signs on the property. For wall signs, applications must also include the wall dimensions of the primary entry façade.

*** If the sign is electrically energized, please indicate the name and address of the electrical or sign specialty contractor below ***

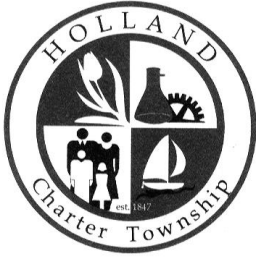
Company _____
Address _____

Contact Name _____
Phone _____
E-mail _____

I, the undersigned, do hereby certify that the above information and site plan(s) attached hereto have been completed according to all ordinance requirements. I do further state that I am the property Owner or have been authorized by the Property Owner to submit this application.

Signature of Applicant Date

Signature of Owner Date



PERMANENT SIGN SITE PLAN CHECKLIST

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All sign permits MUST contain all the following information unless certain information is waived by the Community Development Department: (check each item that is shown on the plan or note why it is not)

- ☐ A. Site plan, drawn to scale, based on an accurate certified land survey showing:
 - ☐ A1. The date, north arrow, and scale.
The scale shall not be less than 1" = 40' if the subject property is three (3) acres or less.
 - ☐ A2. The name and address and phone number of the professional individual, if any, responsible for the preparation of the site plan.
 - ☐ A3. Location of R.O.W. lines, Lot lines, Easements, and applicable Setback lines.
 - ☐ A4. Location of existing and proposed streets, drives, and parking lots, including the arrangement and number of standard parking spaces and accessible parking spaces.
 - ☐ A5. Location of existing and proposed improvements, including Buildings and Signs.
- ☐ B. Sign elevations and details, drawn to scale, showing the type of construction and materials to be used in the proposed Buildings or Structures.
 - ☐ B1. Sign Height, Width, and Depth of the sign and associated footing(s).
 - ☐ B2. For Wall Signs, include the Building's Main Façade height and width.
 - ☐ B3. Type of construction and materials to be used.
 - ☐ B4. Proposed staging of the project, if any.
- ☐ C. Additional information which the body or official reviewing and approving the application may request - which is reasonably necessary to evaluate the site plan.
 - ☐ C1. _____

*** Failure to include any of the above information shall result in the rejection of the proposed site plan ***