

SIGN PERMIT APPLICATION FOR
TEMPORARY SIGN



Fee: \$25/sign

Office Use:
Parcel No. _____
Permit No. _____
Apv'd by: _____

Oshtemo Planning Department 7275 West Main Street Kalamazoo, MI 49009
Phone: (269)216-5223 Fax: (269)375-7180 www.oshtemo.org

Property Address: _____ **Zoning:** _____

Project Name: _____ Present Use of the Property: _____

Applicant Name: _____ Address: _____

City, State, Zip: _____ Phone: _____

Email: _____ Fax: _____

Property Owner Name: _____ Address: _____

City, State, Zip: _____ Phone: _____ Fax: _____

Development/Construction Sign(s) – REQUIRED information

- A site plan showing placement of existing and proposed sign(s). Please include location, setback from right-of-way lines, and setback from nearest side property line.
 - Site Plan Complete: Y N
- A drawing/picture showing sign face(s), dimensions of sign and support structure, and total sign height¹.
 - Sign Drawing/Picture Complete: Y N
- Start date _____ Removal Date _____

Special Event or Community Event Sign(s) – REQUIRED information

- A site plan or elevation showing placement of sign, setback from right-of-way-lines, setback from nearest side property line, and a drawing or picture of sign with dimensions.

Below please check all that apply:

<p align="center">Special/Community Event Sign Type:</p> <p>Balloon____ Banner____ Portable____ Flag____ Other____</p> <p>Sign area: _____ Height above grade: _____</p> <p>Event Description _____</p> <p>Start Date: _____ Removal Date: _____</p> <p>Days already used this year (*see below) _____</p> <p>*up to 14 days permitted per property between January 1st and June 30th and 14 days between July 1st and December 31st per year; inquire as to availability</p>	<p align="center">Special Occasion Events**:</p> <p>____ Change in Ownership</p> <p>____ New Tenant/Location</p> <p>____ Going out-of-business</p> <p>____ Moving-Advertise new site</p> <p>Start Date: _____</p> <p>Removal Date: _____</p>
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 Applicant's Signature Date

 Property Owner's Signature (required) Date

¹ See Zoning Ordinance definition 76.130: Height (of a freestanding sign or flag pole)