

# Blackman Charter Township

## Sign Permit Process

### How to Apply For a Sign Permit...

The Zoning Department is providing the following information to aid applicants wishing to apply for a permanent or temporary sign permit. To apply for a sign permit your first step is to pick up an application packet from the Township office or online at [www.blackmantwp.com](http://www.blackmantwp.com).

### Submitting the Application:

The next step is to submit a completed application to the Zoning Department with all the required information attached. The required information is as follows:

### Permanent or Temporary Sign Permit Application Requirements: Section 5.2.13 b

1. The applicant's name and address in full, and a complete description of the relationship to the property owner.
2. If the applicant is not the property owner, the signature of the property owner concurring with submittal of the application.
3. Address of the property
4. An accurate scale drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign(s).
5. A complete description and scale drawing of the sign(s), including dimensions and the area in square feet.

All information regarding permitted signs and prohibited signs can be obtained from the Blackman Charter Township Zoning Ordinance. The Zoning Ordinance is available online at: [www.blackmantwp.com](http://www.blackmantwp.com)

If there are additional questions concerning permanent or temporary signs, contact the Zoning Department at (517) 788 – 4345-Ext. 104 for details.

### Review of Application:

The Zoning Department will review the application to determine if the proposed sign(s) meet the criteria as required in the Blackman Charter Township Zoning Ordinance. The Zoning Department may ask for additional information or require changes. In this case, the review process will depend on how long it takes for you to respond.

Application review will typically be completed within 3 working days. The application will either be approved or denied. **Approval** signifies that all required criteria has been met and the permit is ready to be issued. **Denial** of the application would be due to the inability to meet the minimum requirements as set by the Blackman Charter Township Zoning Ordinance, incomplete application, inconsistencies with the application, or other reasons as determined by the application reviewer. Reasons for the denial will be noted and made available to the applicant.

### Permanent Sign permit fees are as follows:

\$50.00/inspection + Administrative Fee of \$25.00 and Zoning Fee of \$40.00

### Temporary Sign permit fees are as follows:

As permitted by section 5.2.10 h: Single event \$35.00 – Annual \$120.00 – 4 events allowed not to exceed 15 days each-Sign size 32 square feet maximum – Dates must be listed at time of application – Annual permits begin April 1 each year + Administrative Fee of \$25.00 is added to Single and Annual Fees.

### Notes

1. It is illegal to install a sign without a permit.
2. You must also get an electrical permit from the Building Department if your sign will use electricity and any other Federal, State or County required permits.

# Permanent and Temporary Sign Application

**Applicant Information:**

Permit No.: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Property Address of Sign: \_\_\_\_\_

Owner(s) of Property:  
Name(s): \_\_\_\_\_ Address(s): \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tenant/Occupant of Building

Name of Business: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_, Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sign Company:

Name of Business: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_, Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

State Contractors License #: \_\_\_\_\_

**Type of Work** -New Sign(s) -Relocation -Renovation -Replacement -Temporary

**Type of Sign** -ON-PREMISE -OFF-PREMISE -Free Standing -Park -Monument

(Check All That Apply) -Wall -Canopy -Combination -Electronic Messaging -Illuminated

-Temporary Sign(s): -Banner -Wall -Balloon -Portable -Ground -Other

DATES – FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**Sign Description**

How many faces will the Sign have? \_\_\_\_\_

Horizontal length of Sign: \_\_\_\_\_ Vertical Length of Sign: \_\_\_\_\_

Copy Area: \_\_\_\_\_ Sign Clearance from Grade: \_\_\_\_\_

Single Sign Face Area: \_\_\_\_\_

Top of Sign Height from Grade: \_\_\_\_\_

**APPROVED: Zoning Administrator :** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Building Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachments**

Please ensure the following has been completed:

1.  Completed Sign Permit Application
2.  Existing Sign Survey (Form Attached)
3.  Site Plan Drawn to Scale (2 copies showing building frontage, curb lines, property lines, and location of sign on property)
4.  Sign Diagram Plan (2 copies showing dimensions of all proposed signs and cabinet)
5.  Sign Permit Fee plus Zoning Compliance Fee
6.  Dates Sign is to be Displayed for Temporary Signs (Limit 4 per year not to exceed 15 days per event starting April 1 each year)

**Declaration of Applicant/Agent**

THE ISSUANCE OF A PERMIT SHALL NOT BE CONSTRUED TO BE A PERMIT FOR, NOR APPROVAL OF, ANY VIOLATION OF ANY ORDINANCE ADOPTED BY BLACKMAN CHARTER TOWNSHIP. I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE IS CORRECT AND AGREE NOT TO START THIS PROJECT UNTIL THIS APPLICATION IS APPROVED, AND SHALL COMPLY WITH THE LAWS OF THE UNITED STATES, STATE OF MICHIGAN AND THE COUNTY OF JACKSON AND ITS AGENCIES AND THE SIGN REGULATIONS, ZONING DISTRICTS AND THE BUILDING CODE AS ADOPTED BY BLACKMAN CHARTER TOWNSHIP. ANY VIOLATION OF THE ABOVE NOTED TERMS WILL CAUSE IMMEDIATE REVOCATION OF THIS PERMIT.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Existing Sign Survey

Existing Sign Survey for \_\_\_\_\_  
(Project Name)

Address or General Location \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_  
herby certify that I have conducted a site inspection of the above listed development and certify that the following signs exist on the development site as of the date indicated below. Attached is a map depicting the area surveyed. The existing signs are listed as follows:

	Sign Type	Size (Dimension)	Illuminated Yes/No	Location
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

(Continue on back if necessary)

\_\_\_\_\_ No Signs Exist on Premise

I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date