Permanent Sign Fee: $75

City of
Saugatuck
★ EST. 1868 ★

Sign Application

LOCATION INFORMATION	APPLICATION NUMBER_____ - _____

Address_____   Parcel Number _____

APPLICANTS INFORMATION

Name_____Address / PO Box _____

City_____State_____ Zip_____Phone_____

Interest In Project _____ E-Mail _____

Signature_____Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name_____Address / PO Box _____

City_____State_____Zip_____Phone _____

E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature_____Date _____

PROPERTY INFORMATION

Building Width _____ Property Width _____ Current Use _____

Historic District _____

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Permanent_____Temporary _____ Attached _____ Detached _____

Proposed Size(s) _____ Illumination _____ Dates to be displayed _____

Further Comments:

_____
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Sign Application

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 154.141, please attach the following supporting documents when applying for sign approval

Y   N   NA

☐ ☐ ☐   Photographs of the structure including any signage to remain

☐ ☐ ☐   Dimensions of any signs on the property to remain

☐ ☐ ☐   Plot plan showing the following:

☐ ☐ ☐   Location, shape, area and dimension of the lot

☐ ☐ ☐   Current site improvements (including structures, sidewalks, decks, streets, fences, etc)

☐ ☐ ☐   Location of any proposed and existing detached signs

☐ ☐ ☐   Samples of all proposed exterior finishes and materials (if located within Historic District)

☐ ☐ ☐   A scaled drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s)

OFFICE USE ONLY:
Date Application Complete_____Date Fee Paid_____
Notes: _____
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