



**Pittsfield Charter Township**  
**Department of Municipal Services**

6201 West Michigan Avenue, Ann Arbor, MI 48108  
 Phone: (734) 822-3130 Fax: (734) 944-1103  
 Website: www.pittsfield-mi.gov Email: planning@pittsfield-mi.gov

# Sign Permit Application

ZP Fee \$ \_\_\_\_\_

Applicant Requirement Checklist	
<input type="checkbox"/>	<b>\$50 fee per sign</b> (must be paid by cash or check when application is submitted). <i>Fee is non-refundable. Application will not be processed until payment is received.</i>
<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	<b>Scaled drawing</b> of the property showing location of all buildings/structures and location of the proposed sign, including setbacks for ground signs
<input type="checkbox"/>	Drawing of the proposed sign with sign dimensions labeled
<input type="checkbox"/>	A <b>Final Inspection</b> must be conducted by the Code Enforcement Officer when the sign has been constructed
<input type="checkbox"/>	<b>Reface only:</b> Photograph of the existing sign to be replaced, dimensions of the sign, and location on the property
<input type="checkbox"/>	<b>Ground sign:</b> Submit a Building Permit application with proper construction drawings. (Additional fees required for the Building Permit)
<input type="checkbox"/>	<b>Illuminated signs:</b> Submit Electrical Permit application (Additional fees required for the Electrical Permit)

Property Information	
<b>(Please Print)</b>	
Street Number _____	Street Name _____
City _____	State _____ Zip _____
Parcel I.D. # 12 - _____ - _____ - _____ Zoning District: _____	

Proposed Sign Information			
<b>Type of Sign:</b> (Check ALL that apply)  <input type="checkbox"/> New <input type="checkbox"/> Ground <input type="checkbox"/> Reface <input type="checkbox"/> Temporary <input type="checkbox"/> Wall	<b>SIGN ONE:</b> Area : _____ Height : _____ Material: _____ Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , type of lighting: _____ _____ <b>For Wall sign only:</b> Building frontage: _____	<b>SIGN TWO:</b> Area : _____ Height : _____ Material: _____ Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , type of lighting: _____ _____ <b>For Wall sign only:</b> Building frontage: _____	<b>SIGN THREE:</b> Area : _____ Height : _____ Material: _____ Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , type of lighting: _____ _____ <b>For Wall sign only:</b> Building frontage: _____

Existing Sign Information
Do any signs currently exist on the site? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If your answer is yes, please provide the information requested below:</i> Number of existing signs on site: _____ Type of sign(s): _____ Area of sign(s): _____ Location of sign(s) on the property: _____

Please Complete Reverse Side →

:: Office Use ::	Time Stamp
Received By: _____	
(Initials)	

**Applicant Information**

(Please Print)  
Business Name \_\_\_\_\_ Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Contact Number \_\_\_\_\_

**Applicant's Permit Compliance Agreement**

Permits are not transferable as to person or place and are not refundable. Issuance of a permit does not guarantee compliance with any building or other code. Homeowners may obtain permits only for work which they perform. Completed work must be inspected immediately. Firms or persons installing work shall be responsible for obtaining permits and inspections and payment of fees. If work started before a permit is issued, an administrative fee equal to a permit fee will be assessed.

Section 23a of the State Construction Code Act of 1972, Act 230 of the Public Acts of 1972, being section 125.15321 of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential building or residential structure. **Violators of Section 23a are subject to civil fines.**

Applicant Signature: I have read and understand the conditions listed above.  
Applicant or Owner's Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner Information (To be filled out if the applicant is not the property owner)**

(Please Print)  
Property Owner's Name \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Property Owner's Permit Compliance Agreement**

I, \_\_\_\_\_ hereby state that I am the owner in fee of the property described on this  
(Print Owner's name)  
application and that I have authorized \_\_\_\_\_ to act as my agent for  
the purpose of obtaining the permit herein requested.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

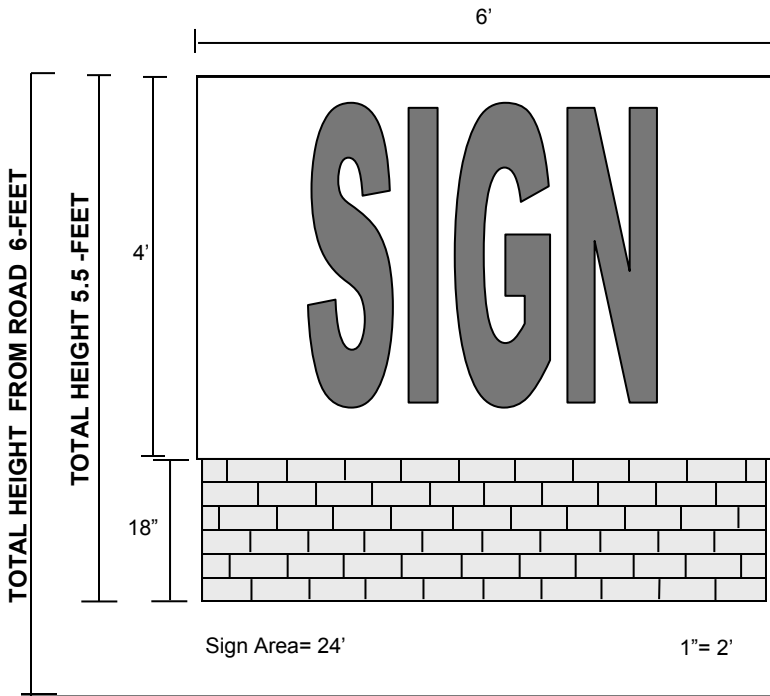
**:: OFFICE USE ONLY ::**

Approved  Denied \_\_\_\_\_  
Approved or Denied by Planning/Zoning \_\_\_\_\_ Date \_\_\_\_\_  
Planning/Zoning Comments/Stipulations: \_\_\_\_\_

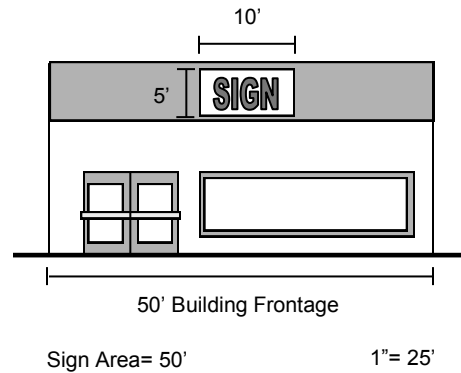
Approved  Denied  No Building Permit Required \_\_\_\_\_  
Approved or Denied by Building \_\_\_\_\_ Date \_\_\_\_\_  
Building Comments/Stipulations: \_\_\_\_\_

**Example drawings for reference (Not to Scale)**

**Example showing ground sign dimensions:**



**Example showing wall sign dimensions and building frontage measurement:**



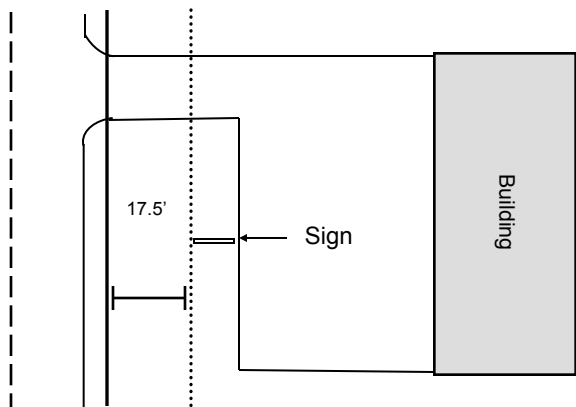
Please review Article 53 of the Zoning Ordinance for regulations regarding wall signs in each Zoning District. The Zoning Ordinance is available online at: <http://www.pittsfield-mi.gov>

A ground sign pedestal of 18" or less is NOT included in sign area calculations.

A ground sign cannot exceed 8' in height.

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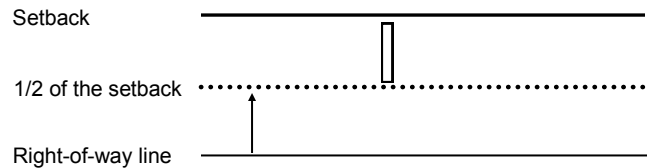
**Example of a locational map showing ground sign placement on site:**



**KEY:**

- - - Centerline of the road
- Right-of-way line
- ..... Sign Setback

**Example showing minimum setback requirements that must be met for ground sign placement:**



1/2 of the setback distance from the right-of-way is the minimum distance a sign can be from the road.



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