

# CITY OF MARQUETTE SIGN PERMIT APPLICATION



## CITY STAFF USE

PARCEL # \_\_\_\_\_ FILE #: \_\_\_\_\_  
RECEIPT #: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIVED BY & DATE: \_\_\_\_\_

## FEE SCHEDULE **(We can only accept Cash or Check (Written to City of Marquette))**

**\$125 – New sign(s)**

**\$70 – For a revision to an approved sign permit within one year of approval date**

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_  
Additional Address (if applicable): \_\_\_\_\_  
Zoning District: \_\_\_\_\_

**If you have any questions, please call 228-0425 or e-mail [erpaupore@marquettemi.gov](mailto:erpaupore@marquettemi.gov). Please review Article 11 of the Land Development Code, which is located on our website located at [ww.marquettemi.gov](http://ww.marquettemi.gov).**

### SIGNATURE

The applicant acknowledges review of Article 11 of the Land Development Code requirements. The applicant acknowledges that the information in this application is correct and accurate.

The applicant authorizes City staff to visit the property as part of their review of this application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf.**

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PROPERTY OWNER CONTACT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### APPLICANT CONTACT INFORMATION (if different than property owner)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### SIGN CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## REQUIRED INFORMATION BY ZONING DISTRICT

Please go to the box for your zoning district and fill in the information.

### Residential Developments (Subdivisions, Site Condominiums, Multi-Family Developments, Mobile Home Parks) and Non-Residential Uses Only (LDR, MDR, MFR, and MHP Zoning Districts)

Please only answer the items below that are applicable to your use and property:

How many residential units? \_\_\_\_\_

How many lots/units within the development? \_\_\_\_\_

What type of Non-residential Use? \_\_\_\_\_

### SINGLE-TENANT or MULTI-TENANT BUILDING (M-U, CBD, MDW, and TSC Zoning Districts)

Width of Building Based on Building Address: \_\_\_\_\_ (Note: M-U and CBD Zoning Districts Only)

Lot Width: \_\_\_\_\_ (Note: MDW and TSC Zoning Districts Only)

How many building frontages from which the tenant has a building entrance? \_\_\_\_\_

Tenant name and address: \_\_\_\_\_

**Note: If this application is for more than one tenant please fill out Page 2 for each tenant.**

### SINGLE-TENANT BUILDING (GC, RC, IM, and BLP Zoning Districts)

Lot Width: \_\_\_\_\_

Building Frontage: \_\_\_\_\_

Tenant name and address: \_\_\_\_\_

### MULTI-TENANT BUILDING (GC, RC, IM, and BLP Zoning Districts)

Lot Width: \_\_\_\_\_

Building/Tenant Frontage: \_\_\_\_\_

How many building frontages from which the tenant has a building entrance? \_\_\_\_\_

How many building floors? \_\_\_\_\_

Tenant name and address: \_\_\_\_\_

**Note: If this application is for more than one tenant please fill out Page 2 for each tenant.**

## REQUIRED INFORMATION BY ZONING DISTRICT CONTINUED

Please go to the box for your zoning district and fill in the information.

### SINGLE-TENANT BUILDING (M and C Zoning Districts)

Lot Width: \_\_\_\_\_

Building Frontage: \_\_\_\_\_

Tenant name and address: \_\_\_\_\_

### MULTI-TENANT BUILDING (M and C Zoning Districts)

Lot Width: \_\_\_\_\_

Building/Tenant Frontage: \_\_\_\_\_

Tenant name and address: \_\_\_\_\_

**Note: If this application is for more than one tenant please fill out Page 3 for each tenant.**

### SINGLE-TENANT or MULTI-TENANT BUILDING (CR Zoning District)

Commercial Uses:

Building/Tenant Frontage: \_\_\_\_\_

Non-Residential and Non-Commercial Uses:

What type of sign are you applying for? \_\_\_\_\_

**Note: If this application is for more than one tenant please fill out Page 3 for each tenant.**

## EXISTING SIGNAGE REQUIRED INFORMATION

**EXISTING SIGNAGE FOR THE PARCEL IF ONE TENANT, IF MULTI-TENANT BUILDING THEN ONLY NEED THE EXISTING SIGNAGE FOR THE TENANT THAT IS APPLYING FOR SIGNAGE**

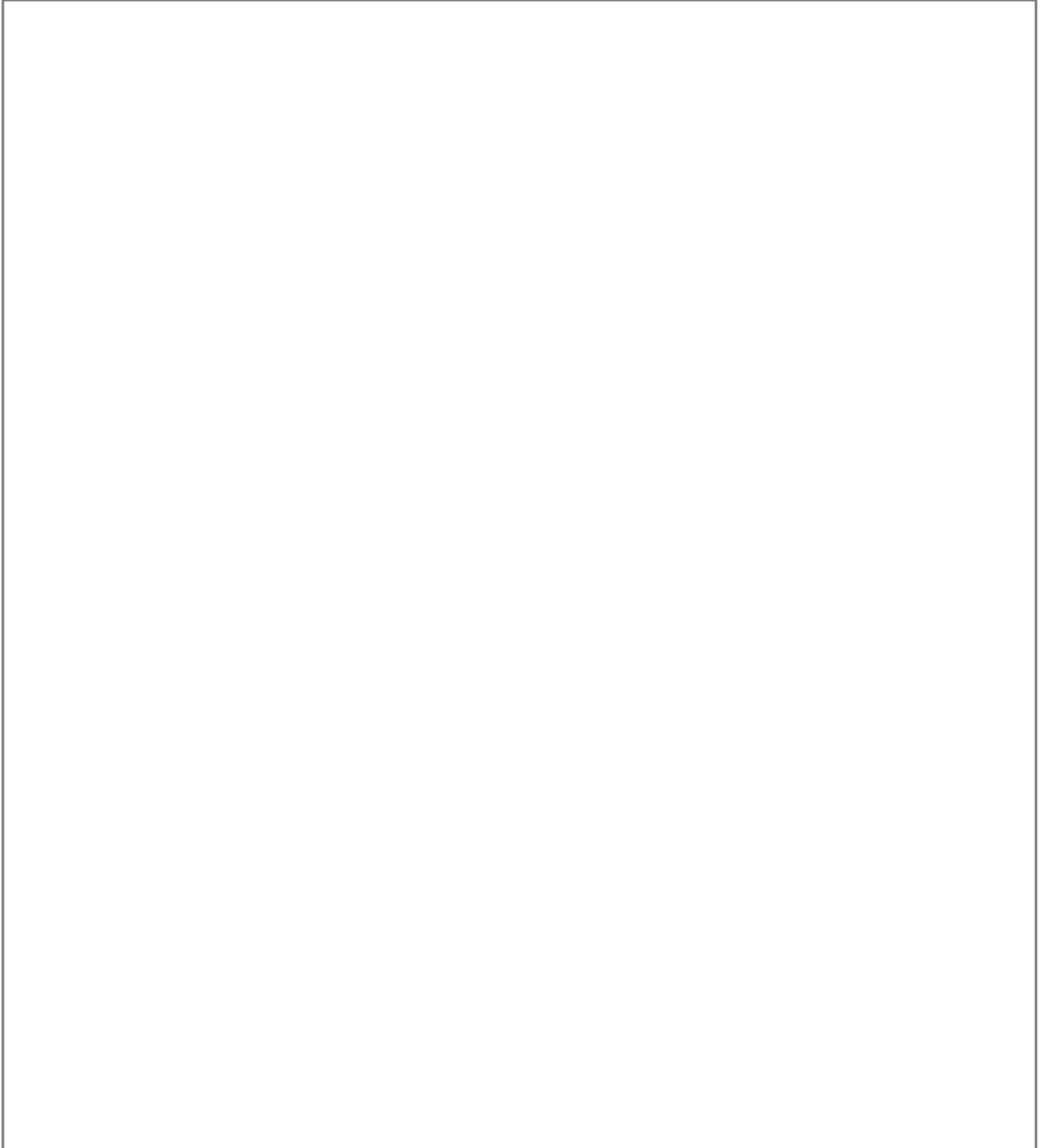
Please provide the type of sign with the dimension and area of each existing sign:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total S.F. of all existing signs \_\_\_\_\_

## REQUIRED SKETCH MAP

Please provide a sketch map below indicating the position of the sign in relation to nearby buildings, signs, structures, and lot lines. All dimensions are to be included. Or you can attach a separate sketch map.

A large, empty rectangular box with a thin black border, intended for the user to draw a sketch map. The box is currently blank.

## PROPOSED SIGNAGE

Please fill out the type of sign boxes that relates to your proposal.

On      Off premise  
One sided      Two sided

Type of illumination\* \_\_\_\_\_

**(\*Requires MQT County Electrical Permit)**

### TYPE OF SIGN

**Pole (Freestanding Sign)\***

Sign Dimensions \_\_\_\_\_

Total Height \_\_\_\_\_

What is the setback of the sign? \_\_\_\_\_

Is there more than one sign?      Yes      No

Clearance beneath sign to average grade \_\_\_\_\_

Is the sign located within 100 feet of a residential district, measured along right of way lines?      Yes      No

Is the sign made out of flexible material?      Yes      No

**\*FOOTINGS REQUIRE A MQT COUNTY BLDG PERMIT**

**Ground or Monument (Freestanding Sign)\***

Sign Dimensions \_\_\_\_\_

Is there more than one sign?      Yes      No

Total Height \_\_\_\_\_

What are the setbacks of the sign in relation to:

An intersection of a right-of-way (ROW) with another ROW? \_\_\_\_\_

OR

Within the CVT area of a ROW and driveway or alley? \_\_\_\_\_

What is the distance to the side lot line? \_\_\_\_\_

Is the sign made out of flexible material?      Yes      No

**\*FOOTINGS REQUIRE A MQT COUNTY BLDG PERMIT**

**Blade Sign**

Sign Dimensions \_\_\_\_\_

Clearance beneath sign to average grade \_\_\_\_\_

What is the maximum projection distance of the sign from the wall? \_\_\_\_\_

Is the sign extending above the top of the wall it is attached to?

No      Yes - How much? \_\_\_\_\_

Is the sign projecting over an alley or private access lane?

No      Yes – This is not allowed

Does the sign overhang a public right-of-way?

No      Yes – Please provide approval of the proper governmental agency having jurisdiction over such right-of-way (ROW). If City ROW please submit a completed Release, Hold Harmless and Indemnification Agreement for sign overhanging ROW form.

What is the distance to the nearest side lot line? \_\_\_\_\_

Distance to an intersecting ROW (If applicable)? \_\_\_\_\_

**Changeable Sign and Electronic Message Center (EMC) Sign**

Changeable Copy (Non-electronic or Non-Mechanical)

Changeable Copy (Electronic)

This sign must meet Section 54.1109 (I) of the Land Development Code.

Please fill out the other type of sign box that relates with your proposal. i.e. Wall Sign, Pole Sign, etc.

## TYPE OF SIGN CONTINUED

### Wall Sign(s)

Sign Dimensions \_\_\_\_\_

What is the maximum projection distance of the sign from the wall? \_\_\_\_\_

Is the sign covering any wall opening?    Yes    No

Does the sign project beyond the ends or top of the structural wall it is attached to?    Yes    No

Is the sign made out of flexible material?    Yes    No

### IF YOU HAVE MORE THAN ONE PLEASE FILL OUT INFO BELOW

Sign Dimensions \_\_\_\_\_

What is the maximum projection distance of the sign from the wall? \_\_\_\_\_

Is the sign covering any wall opening?    Yes    No

Does the sign project beyond the ends or top of the structural wall it is attached to?    Yes    No

Is the sign made out of flexible material?    Yes    No

Sign Dimensions \_\_\_\_\_

What is the maximum projection distance of the sign from the wall? \_\_\_\_\_

Is the sign covering any wall opening?    Yes    No

Does the sign project beyond the ends or top of the structural wall it is attached to?    Yes    No

Is the sign made out of flexible material?    Yes    No

Sign Dimensions \_\_\_\_\_

What is the maximum projection distance of the sign from the wall? \_\_\_\_\_

Is the sign covering any wall opening?    Yes    No

Does the sign project beyond the ends or top of the structural wall it is attached to?    Yes    No

Is the sign made out of flexible material?    Yes    No

### Awning, Canopy, and Marquee Sign

Sign Dimensions \_\_\_\_\_

Clearance beneath canopy to average grade \_\_\_\_\_

Distance of awning, canopy, or marquee sign to the curb \_\_\_\_\_

Does the sign overhang a public right-of-way?

No

Yes – Please provide approval of the proper governmental agency having jurisdiction over such right-of-way (ROW). If City ROW please submit a completed Release, Hold Harmless and Indemnification Agreement for sign overhanging ROW form.

#### **Signs Attached to the Face of the Awning, Canopy, or Marquee (Parallel to the Flow of Traffic).**

- Sign Dimensions \_\_\_\_\_
- The projection distance of the sign to the canopy \_\_\_\_\_
- Height of sign \_\_\_\_\_

#### **Signs Attached to the Sides of the Awning, Canopy, or Marquee (Not Parallel to the Flow of Traffic).**

- Sign Dimensions \_\_\_\_\_
- Clearance beneath sign to average grade \_\_\_\_\_
- What is the maximum projection distance of the sign from the wall? \_\_\_\_\_

#### **Signs Suspended Under Awnings, Canopies, and Marquees.**

- Sign Dimensions \_\_\_\_\_
- Distance between the top of the sign and the underside of the canopy or marquee \_\_\_\_\_
- Clearance beneath sign to average grade \_\_\_\_\_
- Distance of sign to the curb \_\_\_\_\_