

FORMS***Application for Sign Permit*****To be completed by SIGN OWNER**

Project name: _____

Project explanation: _____

Location: _____ Parcel No: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Print Sign Owner Name: _____

Signature of Sign Owner: _____ date: _____

To be completed by INSTALLER

Name of Installer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Print Contact Person Name: _____

Signature of Contact Person for Installer: _____ date: _____

To be completed by PARCEL OWNER

Parcel Owner Name: _____

Parcel Owner Address: _____

City: _____ State: _____ Zip Code: _____

Parcel Owner Phone: _____ email: _____

Print Parcel Owner Name: _____

Signature of Parcel Owner: _____ date: _____

The following items must be attached to this application when submitted or it will not be reviewed:

- ☐ A front profile drawing having a scale of ¼ inch to 1 foot or greater from grade to the top of the sign excluding text or pictures
- ☐ A plot of the site showing the location and dimensions of the sign in relation to property lines, road right-of-way, parking spaces, driveways, sidewalks and building, as well as the location of any existing pole or ground signs on the parcel including billboards. All existing sign sizes shall be indicated.
- ☐ A lighting diagram shall be provided indicating the type of lighting proposed for the sign.
- ☐ Along with the building plans a footing plan must be submitted showing the footing depth and size meeting the standards found in the Michigan Building Code which is incorporated herein by reference.
- ☐ The building plans must include structural plan showing structural members and fasteners meeting the standards found in the Michigan Building Code.
- ☐ A filled out building permit application must be filled out and attached.

The following must be completed by the applicant or parcel owner:

- ☐ The road or highway right-of-way must be clearly marked in front of the proposed sign for inspection reasons. The leading edge of a pole or ground signs must be no closer than 10 feet to any road right-of-way.
- ☐ The right-of-way must be marked during both footing inspection and during final inspection.

By signing this application, I acknowledge that I have read and understand all requirements of the Carson City Sign Ordinance that must be followed in order to secure a permit to install the requested sign(s). I agree to follow all provisions of the City Sign Ordinance related to sign installation including sign placement, location on the parcel, setbacks from side property lines as well as the setback from any road or highway right-of-way. I agree to follow and understand fully all sunset provisions which require all pole, ground, and wall signage on the parcel to be brought into total compliance with the City Sign Ordinance by DATE. I take full responsibility for providing true and accurate information and for marking the road or highway right-of-way. I attest to the fact that the plot plan provided to the City Building Inspector shows the true road or highway right-of-way location and that the proposed sign will be installed as requested and will be set back a minimum of 10 feet from any road or highway right-of-way. I attest that I understand that I may replace the face or faces of the signs and this change does not bring them into compliance with the City Sign Ordinance. I further attest that I was given a copy of the sign ordinance and have read and understood all provisions and requirements completely and agree to abide by the same.

Required Signatures

Signature of Sign Owner: _____ date: _____

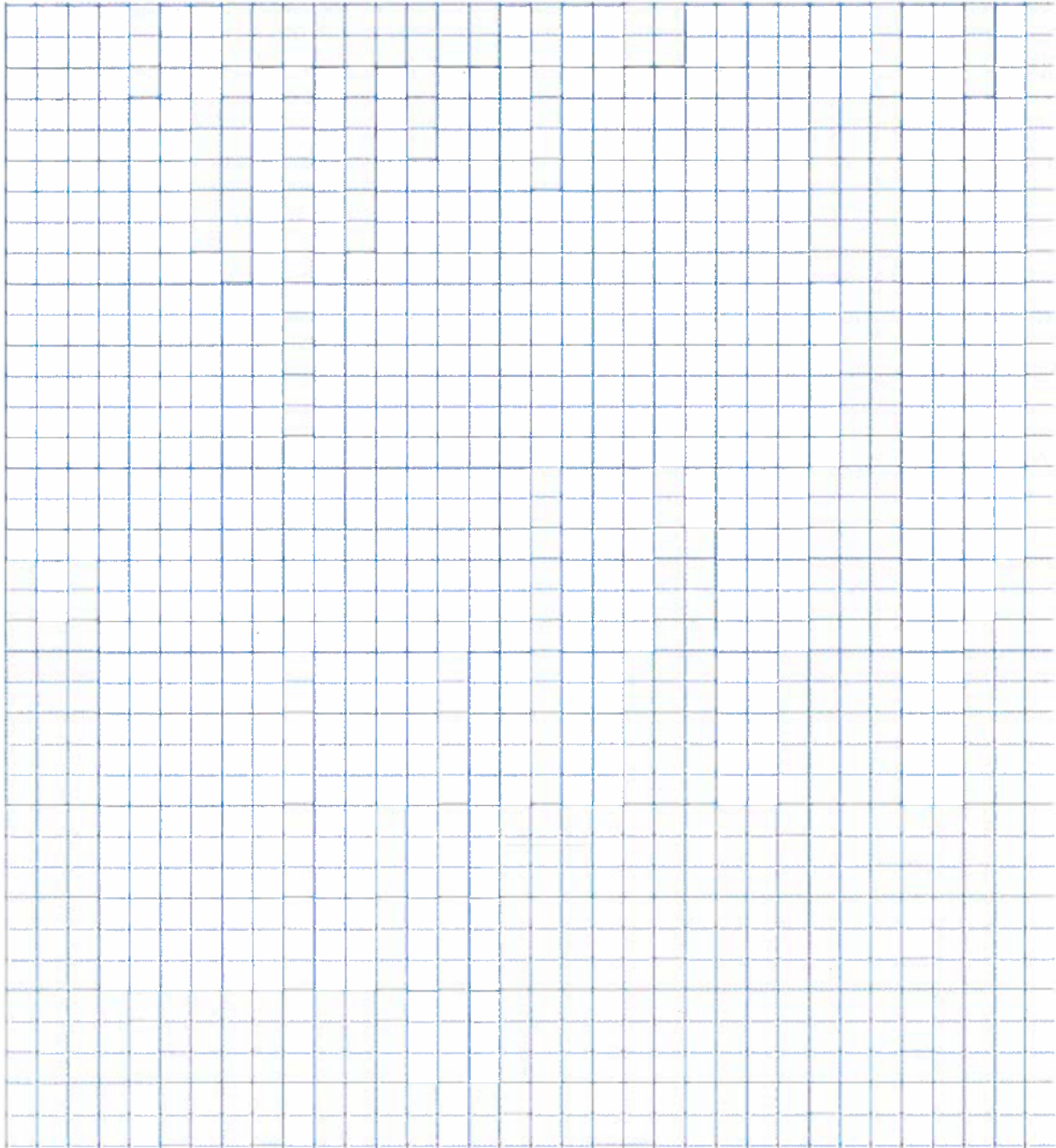
Signature of Installer: _____ date: _____

Signature of Parcel Owner: _____ date: _____

Sign Location Drawing

Please draw a site plan in the space below showing the location of any ground or pole sign, the distance from the curb or edge of road, the distance from the County Road right-of-way and/or State Highway right-of-way, the distance from side property lines, and the distance from sidewalks, parking spaces and driveways.

Scale of drawing: 1 square= 2 feet



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Print Sign Owner Name: _____

Signature of Sign Owner: _____ date: _____

To be completed by INSTALLER

Name of Installer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Print Contact Person Name: _____

Signature of Contact Person for Installer: _____ date: _____

To be completed by PARCEL OWNER

Parcel Owner Name: _____

Parcel Owner Address: _____

City: _____ State: _____ Zip Code: _____

Parcel Owner Phone: _____ email: _____

Print Parcel Owner Name: _____

Signature of Parcel Owner: _____ date: _____

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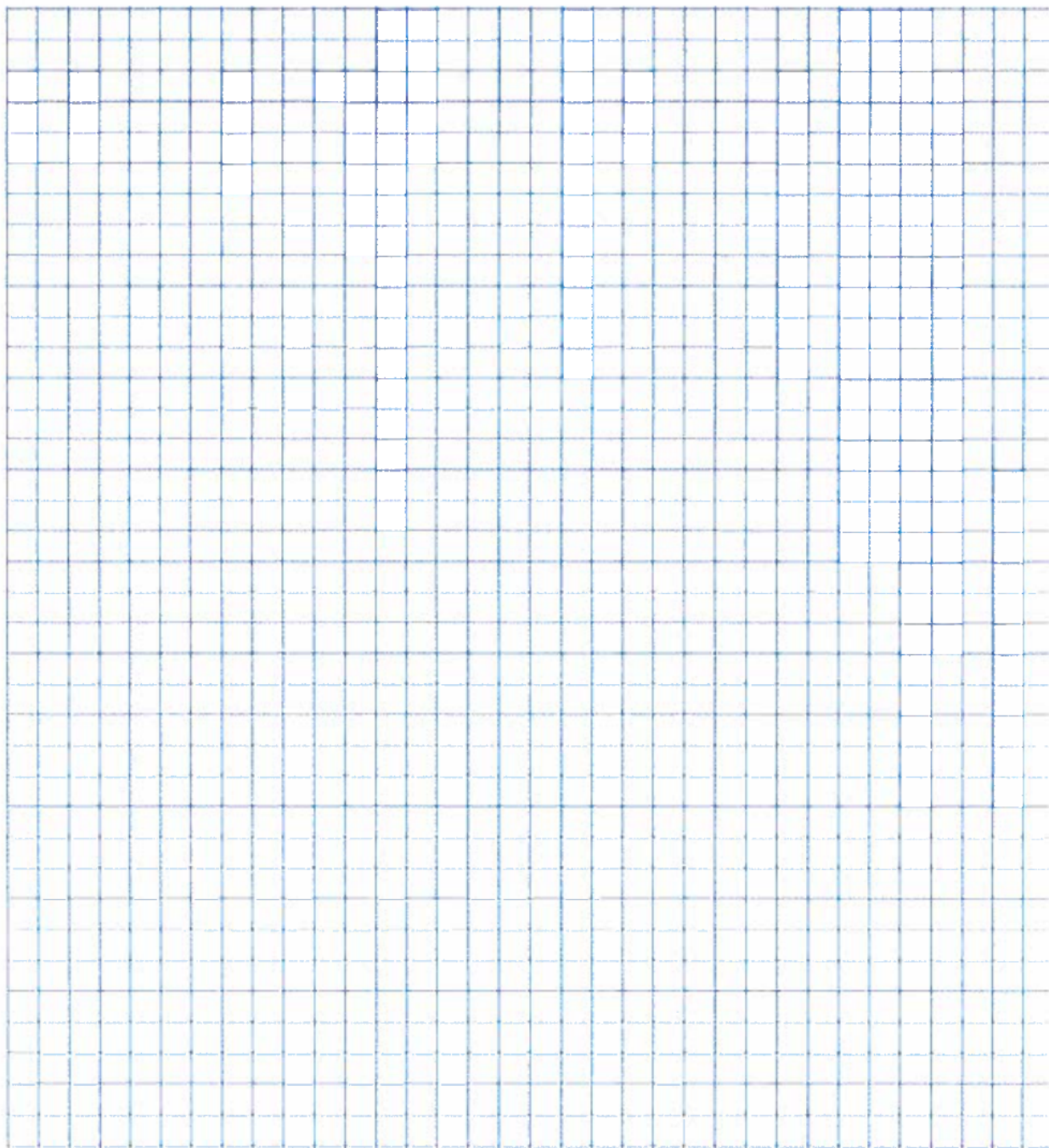
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Scale of drawing: 1 square= 2 feet



The items listed below are to determine if a ground or pole sign placement is in compliance with the code and sign ordinance. The drawing will be checked by the Building Inspector for compliance and it is necessary to show all of the items listed below to complete the review process. If any of the items are not included on your drawing it will be denied a permit for insufficient information.

Must show on drawing:

- ✓ Building
- ✓ Driveway with distance to sign.
- ✓ Parking lot and distance from sign
- ✓ Parking spaces
- ✓ Pole or ground sign
- ✓ The distance from the side property line to the sign (must be a minimum of 10 feet)
- ✓ The distance from between the sign and the road right-of-way (must be a minimum of 10 feet.)

