



DELHI CHARTER TOWNSHIP
DEPARTMENT OF COMMUNITY DEVELOPMENT
2074 AURELIUS RD, HOLT MI 48842 Ph: (517) 694-8281

SIGN PERMIT APPLICATION

(Please complete a separate application with required attachments for each sign.)

Proposed Sign Location: _____

Property Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Property Occupant: _____

Phone: _____ Fax: _____ Email: _____

Contractor/Sign Installer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

State License: _____ Expiration Date: _____

FED ID# _____ MESC Number: _____

Workers Comp Carrier: _____ Email: _____

Permit Applicant: Contractor Owner Occupant

Sign Type: Free Standing (Pole) Ground Mounted
 Wall Canopy

Other: _____ Total Finished Square Feet: _____

Applicants Signature: _____ Date: _____

For Office Use Only: Parcel # 33-25-05- _____ - _____ - _____ Zoning: _____

Zoning Approval: _____

Stipulations: _____

Fee: _____

Sign Permit Number: _____

Your application must include the following to be considered complete.
Please ensure that each item is attached to this application form when it is submitted. A failure to provide this information will result in a delay of permit issuance.

- A site plan or plot plan of the subject property that clearly shows the following:
 - The location of the proposed or existing sign which is the subject of this application.
 - The actual or proposed distance from the sign to each property line.
 - The actual or proposed distance from the sign to the road right-of-way line.
 - *Please note that in some cases this may be the same as the front property line. However, it is not always the case. The road right-of-way is not the curb or edge of pavement. Please do not provide measurements from the curb or edge of road pavement, sidewalk or other object. You must determine the actual location of the road right-of-way on your site and provide the measurement from it to the sign.*
 - The location of buildings, parking and other on-site improvements.
 - The easiest way to obtain a base map to use when developing the site plan or plot plan, if you don't already have a property survey or other similar document, is to obtain it from the Township's GIS system which can be accessed at www.delhitownship.com. However, please note that you are responsible for verifying the measurements and information presented.
- A drawing of the proposed sign which clearly provides the following information:
 - The dimensions of the sign, including the total display area.
 - The height of the sign.
 - The distance between the ground and the bottom of the sign (clear area), if applicable.
 - If the proposed sign is a wall sign, the dimensions of the wall that the sign will be affixed to. If it is a multi-tenant building, provide the exterior wall dimensions for that suite.
- A drawing of what the proposed sign will look like and what the copy, text, or design will be.