

# SAGINAW CHARTER TOWNSHIP SIGN PERMIT APPLICATION CHECKLIST

Business \ Owners Name: \_\_\_\_\_ Address: \_\_\_\_\_

Permit #: PSP06- Parcel #: 12- Zoning Officer: \_\_\_\_\_

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

- The Sign Permit Application shall be accompanied by the following:
  - Two sets of plans & specifications. Plans should include:
    - The method of construction and/or attachment to a building or in the ground.
    - Copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure as determined by the Michigan Building Code.
    - When required by the Community Development Department, a registered structural or civil engineer must seal the plans.
  - Site Plan - Three copies of a sketch illustrating where the Sign will be located on the site with setbacks accurately dimensioned. The sketch should also show the location of all existing buildings, roads, parking areas, signs, entrances and exits on the site.
  - Sign Drawing – Three copies of a drawing of the proposed Sign(s) along with one digital copy shall include all of the following detailed information:
    - Height of Sign above finished grade.
    - Surface of Sign (material, color and dimensions)
    - The proposed graphic images and text to be displayed on the Sign.
  - Neighborhood Identification Signs - Applications for Neighborhood Identification Signs shall include the following additional documents and information:
    - A description of the property interest of the applicant and any other parties interest to the site where the identification Sign will be located.
    - Evidence, satisfactory to the township attorney, of the right to construct such identification Sign on the site.
    - Existing or proposed sign and landscape easement(s) for the identification Sign.
    - Existing or proposed Neighborhood Identification Sign construction and maintenance agreement.