

**SAGINAW CHARTER TOWNSHIP**  
 4980 Shattuck Road, Saginaw, MI 48603  
 Phone (989) 791-9865  
 Fax (989) 791-9859  
 www.saginawtownship.org

Permit No.: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

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

**APPLICATION FOR ZONING PERMIT  
PERMANENT SIGN**

(Note: All signs within Saginaw Charter Township shall meet the requirements of Ordinance No. 657 of Saginaw Charter Township's General Ordinances Chapter 48 adopted January 26, 2004 and General Ordinance #700 adopted Feb. 27, 2008.)

**\*\*All non-conforming permanent signs shall be brought into compliance with the zoning ordinance by February 27, 2016.\*\*  
Separate Electrical Permit Applications Must Be Completed for Electric Signs**

<b>I. PROJECT INFORMATION:</b>				
Property Owner, Business License Holder, and/or Representative: _____				
Address: _____			E-mail: _____	
Location on Property: _____			Phone: _____	
Project Description: _____			Mobile: _____	
			Fax: _____	
<b>II. IDENTIFICATION:</b>				
<b>A. Sign Owner and/or Contractor:</b>				
Name: _____			Address: _____	
City _____	State _____	Zip _____	E-mail: _____	
Telephone: _____		Fax: _____	Mobile Number: _____	
<b>III. PERMANENT SIGN INFORMATION:</b>				
1. Pole Sign <input type="checkbox"/>	2. Wall Sign <input type="checkbox"/>	3. Ground Mounted <input type="checkbox"/>	4. Marquee <input type="checkbox"/>	5. Replace Copy <input type="checkbox"/>
6. Outdoor Advertising Display <input type="checkbox"/>	7. Billboard <input type="checkbox"/>	8. Canopy <input type="checkbox"/>	9. Other <input type="checkbox"/>	
Size of Sign _____ X _____		Location of Sign on Building _____		
Square Footage: _____		Location of Sign on Property _____		
Height above Grade _____ Ft		Address Displayed on Sign* _____		
<b>*The address numbers shall be eight-inches (8") in height and two-feet (2') above grade.</b>				
<b>(Cannot be placed in proposed road right-of-way)</b>				
Estimated Cost of Construction: _____				
Setbacks: Front: _____ Side: _____ Side: _____				
Will sign be illuminated: <input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, wiring is <input type="checkbox"/> Pre-existing / <input type="checkbox"/> New Wiring				
Pre-existing wiring will be hooked up by a licensed/registered: <input type="checkbox"/> Sign Contractor / <input type="checkbox"/> Electrical Contractor				
Construction plans, specifications, and a detailed site plan must be filed with this application.				
<b>(All free-standing /ground mounted signs that are six-feet (6') tall or more require a footing inspection.)</b>				

**V. APPLICANT INFORMATION**

**APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:**

<input type="checkbox"/> Use Section 2 information			
Name:		Address:	
City	State	Zip	E-mail:
Telephone:		Fax Number:	Mobile Number:

**V. AFFIDAVIT**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable Zoning Ordinances of Saginaw Charter Township. All information submitted on this application is accurate to the best of my knowledge.

I hereby grant Saginaw Township personnel involved with the review of this application permission for reasonable entry onto the above property for investigations specifically related to this application.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Note: Any Change in the information in this application, such as a change of address, shall be submitted to the department within seven (7) days after the change.**

*\*Separate Permit Applications Must Be Completed for Electrical Work\**

**VI. PERMIT FEES:**

<b>Cost of Construction</b> \$ _____	<b>*Permit Fee:</b> \$ _____
*Permit fee is based on cost of construction	+ Base <b>Permit Fee:</b> \$ 75.00
**Total permit fee is a minimum of \$75.00.	**Total <b>Permit Fee:</b> \$ _____

***THIS SECTION TO BE FILLED OUT BY THE COMMUNITY DEVELOPMENT OFFICE***

**A. Zoning District:** Residential  / Agriculture  / Commercial  / Industrial  **Approved**  / **Disapproved**

Comments Regarding Zoning:

**B. Setbacks for Proposed Sign:**

Proposed Right of Way \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_ Sides \_\_\_\_\_

**ZONING OFFICER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_