



PERMANENT SIGN PERMIT APPLICATION

1. Instructions & Fee Information

- Complete this application providing the requested supplemental documentation described herein, and submit to the Planning department for review.
- This application must be signed by both the applicant and the property owner of record.

Fee Schedule	
New	\$75 + \$25 for each additional sign
Face Change	\$50 + \$25 for each additional sign
Agricultural Directional	\$10 per sign

2. Property Information

Property Address:		Zoning District:	
Property Owner Name:		Present Use of Property:	
Property Owner Mailing Address:	City, State:	Zip Code:	
Property Owner Email:		Property Owner Phone:	

3. Applicant Information

Applicant Name:		
Applicant Mailing Address:	City, State:	Zip Code:
Applicant Email:	Applicant Phone:	

4. Type of Permanent Sign

Type of Permanent Sign: <input type="checkbox"/> Permanent Freestanding Sign(s): Continue to Section 5, skip section 6. <input type="checkbox"/> Permanent Wall & Window Sign(s): Continue to Section 6, skip section 5. Application is continued on next page →
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Internal Office Use Only Below This Line

Date Received:	Parcel Number:	Permit Number:	Approved By:
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5. Permanent Freestanding Signs

Required information for Permanent Freestanding Signs (attach to this application):		
<input type="checkbox"/> Scaled Site Plan: Show placement of existing and proposed sign(s). Include location, setback from right-of-way, and setback from the nearest side property line.		
<input type="checkbox"/> Scaled Drawing: Show sign face(s), dimensions of sign and support structure, and total sign height ¹ .		
Sign Type:		
<input type="checkbox"/> Pylon <input type="checkbox"/> Ground <input type="checkbox"/> Replacement Face Only		
Sign Purpose:		
<input type="checkbox"/> Multi-Tenant ID <input type="checkbox"/> Building ID <input type="checkbox"/> Subdivision ID		
Sign Face Area:	Height Above Grade ² :	Frame / Structure Area:
Illumination (attach light fixture details, if applicable):		
<input type="checkbox"/> Internally Illuminated <input type="checkbox"/> Externally Illuminated <input type="checkbox"/> None		
Type & Depth of Footings:		

6. Permanent Wall & Window Signs

Required Information for Permanent Wall & Window Signs (attach to this application):			
<input type="checkbox"/> Scaled Elevation Drawing: Show locations of existing and proposed sign(s) including wall dimensions, window dimensions (for window signs), and sign height(s).			
<input type="checkbox"/> Scaled Drawing: Show new sign / sign face, dimensions, and attachment details.			
Sign Purpose:			
<input type="checkbox"/> Tenant ID <input type="checkbox"/> Building ID			
Sign Face Area:	Height Above Grade ³ :	Linear Feet of Wall ⁴ :	Window Area (For Window Signs):
Illumination (attach light fixture details, if applicable):			
<input type="checkbox"/> Internally Illuminated <input type="checkbox"/> Externally Illuminated <input type="checkbox"/> None			

7. Building Permit & Inspection Reminders

- A Building permit may be required for new freestanding signs. An Electrical permit is required for illuminated signs. Contact the Building Department at 269-585-4150 or building@oshtemo.org for more information.
- A setback inspection is required for new freestanding signs. Contact the Planning Department at 269-216-5223 or planning@oshtemo.org to schedule.

8. Signatures

I (we), the undersigned, certify that the information contained in this application form and the requirements attached hereto are true and accurate to the best of my (our) knowledge.

Applicant Signature Date

Property Owner Signature Date

¹ See Zoning Ordinance definition "Height (of a Freestanding Sign or Flag Pole)" under Section 55.40

² See Zoning Ordinance definition "Height (of a Freestanding Sign or Flag Pole)" under Section 55.40

³ The vertical distance measured from the highest point of the sign to the finished grade beneath the sign.

⁴ To which the sign will be attached. For individual tenants in a development, indicate width of tenant space.