



# Application Form Sign Permit

Office Use  
Application No. \_\_\_\_\_ Date Received \_\_\_\_\_ Review Fee \_\_\_\_\_ Receipt No. \_\_\_\_\_

### 1. Type of Review

#### Permanent Signs

- Wall Sign
- Ground Sign
- Ground Sign with Message Center
- Residential Entrance Sign
- Other: \_\_\_\_\_

#### Temporary Signs

- Banner
- Flags
- A-Frame
- Portable
- Real Estate Development

### 2. Does the plaza, center, or property have an electronic message sign?

- Yes                       No

*If the answer is yes, a temporary sign permit will not be allowed for the property or business.*

### 3. Applicant (a completed Applicant Information Form must accompany this application)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 4. Property Information

Business / Development Name: \_\_\_\_\_

Business / Development Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

#### Business / Development Type

- Residential                       Industrial                       Other: \_\_\_\_\_
- Commercial                       Office

### 5. Sign Details

Proposed Sign Area (square feet) \_\_\_\_\_ Proposed Height (feet) \_\_\_\_\_

### 6. Temporary Sign Applications

Specify the desired starting date to display the temporary signage (mm/dd/yyyy) \_\_\_\_\_

*Please note that temporary signs are allowed to be displayed **no longer than six contiguous months** from the specified starting date.*

### 7. Sign Plan Information

Drawings Prepared by: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 8. Signature

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



# Applicant Information Form

Charter Township of Shelby

Planning and Zoning Department  
52700 Van Dyke Ave, Shelby Twp, MI 48316  
(586) 726-7243  
[planning@shelbytp.org](mailto:planning@shelbytp.org)  
[shelbytp.org](http://shelbytp.org)

Office Use	Date Received _____	Copy of Driver's License Attached?
Application No. _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section I – Type of Application (The appropriate Application Form must accompany this form.)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan                 | <input type="checkbox"/> Zoning Board of Appeals, Interpretation, Major Temporary Use | <input type="checkbox"/> Sign Permit              |
| <input type="checkbox"/> Special Land Use          | <input type="checkbox"/> Minor Temporary Use  | <input type="checkbox"/> Condominium Subdivision  |
| <input type="checkbox"/> Rezoning                  | <input type="checkbox"/> Tree Permit  | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Class A Nonconforming Use |   | <input type="checkbox"/> Subdivision              |

## Section II – Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_

*(A copy of both sides of the applicant's driver's license must be attached.)*

## Section III – Signature

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_