



Sign Permit Application

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: www.acmetownship.org

Planning & Zoning Administrator: Shawn Winter Email: swinter@acmetownship.org

Please complete this form & submit to the Acme Township Zoning Administrator with the following items:

- Drawings, to scale showing:**
Wall-mounted signs:
 Fully dimensioned building elevation drawings for sides on which sign(s) to be placed, showing all existing and proposed sign placement(s) with dimensions and color drawings of sign copy.

Freestanding signs:
 Site plan showing all existing and proposed buildings and structures, proposed sign location, accurate distances from lot lines and other structures, full sign support structure and sign face(s) with all dimensions, including gross height and color drawings of sign copy.
- Lighting Plan** - Narrative detailing whether the sign will be internally or externally lighted, the type of lighting to be used, and the proposed hours of illumination.
- Owner Authorization** - if you are not the owner, a letter authorizing you to apply as their agent
- Application fee** - see attached Acme Township Schedule of Fees

Parcel Number: 28-01-_____ Property Address: _____

Name of Property Owner(s): _____

Property Owner's Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

Description of Sign (attach required drawings): _____

Permanent Sign **Temporary Sign - dates requested:** _____

Applicant's Name: _____

Applicant's Address: _____

Email Address: _____

Applicant's Signature: _____ Phone Number: _____

Affidavit: The undersigned affirms that he/she is the _____ (owner, agent, lessee, or other interested party) involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of Acme Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed project and/or current of future sign permit and zoning ordinance compliance.

Signature: _____ Date: _____

FOR TOWNSHIP USE ONLY

___ The proposed sign is permitted by the Acme Township Zoning Ordinance of 2008 as amended

___ The proposed sign has be approved as a special condition by the Zoning Board of Appeals (ZBA)

↳ Date: _____ ZBA Application #: _____

Application #: _____ Date Filed: _____ Fee Paid: _____

Total Temporary Signage Days: _____ Temporary Sign Expiration Date: _____