

Village of Ravenna

12090 CROCKERY CREEK DRIVE • RAVENNA, MICHIGAN 49451 • TELEPHONE (231) 853-2360 • FAX (231) 853-6443

APPLICATION FOR SIGN PERMIT

Date: _____ Application Fee: \$ _____
(must accompany completed application)

1. Property Address of Proposed Sign: _____
Parcel Number: _____
Zone District: _____ (obtain from Zoning Administrator)

Legal Description:

_____ (include additional sheets if needed)

2. Applicant Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Relationship of Applicant to Property Owner: _____

3. Property Owner: _____
Address: _____
City, State, Zip: _____
Phone: _____

4. Sign Owner:
Address: _____
City, State, Zip: _____
Phone: _____

5. Number of existing signs on property: _____
Proposed sign dimensions (in feet): Height: _____ Width: _____
Total Height from existing grade (ground) to top of sign (in feet): _____
Total display area of proposed sign (in sq/feet): _____

Sign type: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Business/Identification sign | <input type="checkbox"/> Pole sign |
| <input type="checkbox"/> Billboard/Advertising sign | <input type="checkbox"/> Projecting sign |
| <input type="checkbox"/> Ground sign | <input type="checkbox"/> Portable sign |
| <input type="checkbox"/> Wall sign* (on building front) | <input type="checkbox"/> Home occupation sign |

* Height and width of building wall (in feet) Height: _____ Width: _____

(continued on reverse side)

5. Purpose of sign: _____

6. Proposed setback of sign from public right-of-way easement line: _____ feet

7. Will the sign be electrically energized? Yes No

If yes, the sign must be installed by an electrical contractor or sign specialty contractor.

Provide below, the name of the contractor or other person who will be responsible for the work:

Contractor Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

8. Drawing: On separate sheet, provide a drawing showing:

(A) The sign dimensions (in inches/feet), wording and graphics to be used, and a description of how the sign will be attached to the structure or placed in the ground.

(B) The overall height of the sign from existing grade (ground) to the top of the sign.

9. Applicant Certification:

By my signature below, I certify that I am the property owner, agent of the owner, or authorized by the property owner to submit this application. Further, I certify that the information provided within or attached to this application is, to the best of my knowledge, true and accurate. I hereby authorize the Village to enter the property associated with this application for purposes of conducting necessary site inspections.

Date: _____

Applicant's Printed Name

Applicant's Signature

(continued on next page)

Village of Ravenna

APPLICATION FOR SIGN PERMIT (continued)

FOR VILLAGE USE ONLY:

Date Application Received: _____ Application Fee Received: \$ _____
Escrow Payment Received: _____ Escrow Payment Charged: _____

Approved: _____ Denied: _____

Approved with the following condition(s): _____

Denied for the following reason(s): _____

Zoning Administrator/Village Official: _____ Date: _____
