

City of West Branch Sign Permit Application



121 N Fourth St., West Branch, MI 48661 Telephone: 989-345-0500
Email: clerktreasurer@westbranch.com

Applicant Name _____ Phone # _____

Address _____

Address Location of Sign _____

Property Owners Name _____

Property Owners Signature _____

Name of Business for Sign _____

Location of Sign: Building _____ Free Standing _____

Type of Sign: Wall _____ Canopy _____ Projecting _____ Free Standing _____ Sandwich _____

Dimensions of Sign: _____ Total Sq Ft _____ Total Hgt _____

The following information MUST be attached for all signs:

1. A Scale drawing (2"=1') showing:
 - a. Dimensions of sign
 - b. Information to be on sign
 - c. Size & Style of letters
 - d. Color of sign & letters
 - e. If Free Standing Sign, include sign dimensions & construction material description
2. For Signs attached to buildings, provide a drawing showing the building, location of windows, doorways & location on building where sign will be erected.
3. For Free Standing Signs, attach a lot plan drawing showing size of lot, location of building(s) on property, location of driveways, sidewalks, roadways and proposed location of sign.
4. If the Sign is to be illuminated, describe the type of lighting.

The above and attached statement is true in all particulars to the best of my knowledge and belief. I agree that the City Ordinances, building and electrical codes will be strictly complied within the erection of this sign.

Applicant Signature _____ Date _____

Application Fee \$25.00
PAID _____ NOT PAID _____

Staff Action: Date _____ Approved _____ Denied _____

Variance Request Planning Commission Action:

Date _____ Approved _____ Denied _____

PERMIT NO. _____

Please include: Roads, Sidewalks and Setbacks

******Applicant is required to contact Miss Dig at 811***

