

# SIGN PERMIT APPLICATION

**KALAMAZOO CHARTER TOWNSHIP**  
1720 Riverview Dr.  
Kalamazoo, MI 49004  
(269) 381-8085

Office Use Only: Parcel #: _____ Permit #: _____ Approved by: _____ Date: _____
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Property Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Project Name: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## REQUIRED INFORMATION FOR ALL SIGNS:

1. A scaled site plan showing placement of existing and proposed sign(s). Please include location, setbacks from right-of-way and from nearest side property line (for ground signs), wall dimensions (for wall signs), window dimensions (for window signs), and sign height(s) as applicable.
2. A scaled drawing/picture showing new sign structure and sign face(s) including all dimensions, footing details, sign height, support structure, and/or attachment details as applicable.

## TYPE OF SIGN:

Please indicate the type(s) of sign(s) for which this permit is sought: (check all that apply)

\_\_\_\_ Ground / Pole    \_\_\_\_ Face Change    \_\_\_\_ Wall    \_\_\_\_ Window    \_\_\_\_ Temporary

(Please see reverse for additional details and questions about each sign type)

## FEE SCHEDULE:

New Sign: \$90      Face Change: \$60      Temporary Sign: \$25

## SIGNATURES:

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

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**ADDITIONAL SIGN INFORMATION**

Please provide additional information below in the space provided based on the type of sign(s) requested. (See Section 12 of the Charter Township of Kalamazoo Zoning Ordinance for specific requirements and definitions regarding signs.)

**PERMANENT FREESTANDING SIGN(S)**

Type: \_\_\_\_\_ *Ground / Pole* \_\_\_\_\_ *Institution* \_\_\_\_\_ *Subdivision / Development Sign*  
\_\_\_\_\_ *Face Change Only*

Number: \_\_\_\_\_ Sign Face Area: \_\_\_\_\_ Height Above Grade: \_\_\_\_\_

Illumination: \_\_\_\_\_ *Internal* \_\_\_\_\_ *External* Setback from Right of Way: \_\_\_\_\_

Type & Depth of Footings: \_\_\_\_\_

**PERMANENT WALL & WINDOW SIGN(S)**

Purpose: \_\_\_\_\_ *Building ID* \_\_\_\_\_ *Tenant ID* \_\_\_\_\_ *Replacement Face*

Sign Face Area: \_\_\_\_\_ Height Above Grade: \_\_\_\_\_ Linear Feet of Wall: \_\_\_\_\_

Total Square Footage of Signage at Site: \_\_\_\_\_ Window Area (for window signs): \_\_\_\_\_

Illumination: \_\_\_\_\_ *Internal* \_\_\_\_\_ *External*

**TEMPORARY SIGN / COMMUNITY EVENT POSTER SIGN**

Event Description: \_\_\_\_\_

Type of Sign: \_\_\_\_\_ *Banner* \_\_\_\_\_ *Flag* \_\_\_\_\_ *Portable* \_\_\_\_\_ *Other:*\_\_\_\_\_

Sign Area: \_\_\_\_\_ Height Above Grade: \_\_\_\_\_ Setback from Right of Way: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days Already Used this Year: \_\_\_\_\_

*(Period of use shall not exceed 15 days in a continuous six month period unless extended by the ZBA.)*

**Building Permit Reminders**

1. A building permit may be required for new signs from the Kalamazoo Area Building Authority (KABA), particularly ground / pylon signs with new footings. Contact KABA – (269) 743-4566 – with any questions.
2. An electrical permit and inspection is required from KABA for illuminated signs. Contact KABA with questions or to schedule an inspection.