

City of Tawas City
P.O. Box 568, Tawas City, MI 48764
Sign Permit Application

FEE \$ 20.00

Permit# _____
Receipt # _____

Property Owner _____ Phone: _____

Address: _____

Proposed Sign Location: _____

Business Name: _____

Property ID#: _____ Zoning District: _____

Block: _____ Lot (s) #: _____ Subdivision: _____

Town, Range & Section _____ Lot(s) size: _____

Type of Sign:

_____ Single-sided _____ Multiple-sided sign

_____ Ground _____ Roof _____ Wall _____ Portable _____ Marquee _____ Other: _____

Size of Sign: _____ Sign Material: _____

Illumination of Sign: _____

Height of Sign _____ Square footage of Sign _____

Sign Company Name: _____ Phone: _____

Address: _____

SIGN PERMIT NUMBER IS REQUIRED TO BE ON THE LOWER RIGHTHAND CORNER OF THE SIGN.

Property Owner Signature: _____ Date: _____

Attach a detailed drawing/diagram of size, height and content of sign. Show exact location of sign including measurements of building face and/or distance to road right of way and adjacent property.

** A SURVEY IS RECOMMENDED to verify property line locations. This is property owner's responsibility to assure proper setback requirements are met. STORMWATER CONTROL – Applicant/Owner cannot direct runoff onto adjacent properties. UTILITY LINE & EASEMENTS – Structures and obstructions over service lines and easements are the property owner's responsibility and are not recommended.

Approved: _____
Zoning Administrator

Date: _____

Denied: _____
Zoning Administrator

Date: _____

City of Tawas City

SIGN PERMIT SITE PLAN CHECK LIST

- _____ **Location address**
- _____ **Site legal description**
- _____ **Zoning District**
- _____ **North Arrow**
- _____ **Scale**
- _____ **Name of project applicant, address, phone**
- _____ **Name, address and phone of those installing sign**
- _____ **Fully dimension sign (attach picture or sketch)**
- _____ **Identify sign height**
- _____ **Square feet of sign**
- _____ **Identify and dimension property lines**
- _____ **Sign setbacks from property lines**
- _____ **Will sign be lighted - Yes _____ No _____**
- _____ **Identify type of lighting; include lumens and direction of lighting**
- _____ **Identify location of any proposed signs in relation to property lines**
- _____ **Identify proposed signs including height, material, who maintains**
- _____ **Identify any easements either existing or proposed on site**
- _____ **Identify entrances and exits to a public street**
- _____ **Will lighting be flashing on and off - Yes _____ No _____**
- _____ **Identify alleys adjacent to site**
- _____ **Identify any buildings on site**
- _____ **Identify unusual site features**
- _____ **Identify any off site structures within 100 feet of sign**
- _____ **Other _____**