

CITY OF GROSSE POINTE PARK
15115 EAST JEFFERSON
GROSSE POINTE PARK, MICHIGAN 48230
(313) 822-6200

SIGN PERMIT APPLICATION

SIGN PERMIT FEE SCHEDULE			
SIZE	WALL SIGN	WALL SIGN	GROUND SIGN
	PAINTED ON WALL	STRUCTURALLY ATTACHED	
UNDER 100 SQ. FT.	\$ 75.00	\$ 100.00	\$ 125.00
100 TO 199 SQ. FT.	\$100.00	\$ 125.00	\$ 150.00
200 TO 300 SQ. FT.	\$ 100.00	\$150.00	\$ 175.00
SPECIAL EVENT		\$30.00	

ADDRESS OF THE SUBJECT PROPERTY: _____

APPLICANT INFORMATION:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

E-MAIL _____

OWNER OF SUBJECT PROPERTY:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

E-MAIL _____

TYPE OF SIGN: GROUND WALL SPECIAL EVENT

GROUND SIGN HEIGHT FROM GRADE: _____ FEET

ILLUMINATED SIGN?: YES NO

ELECTRICAL CONNECTIONS BY: _____

OBTIAN AN ELECTRICAL PERMIT APPLICATION

ARE OTHER SIGNS ON THE PROPERTY? YES NO

IF YES, DESCRIBE TYPE AND SIZE BELOW:

The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my (our) knowledge, information and belief.

The applicant accepts all responsibility for all of the measurements and dimensions contained within this application, attachments and/or plans, and the applicant releases the City of Grosse Pointe Park and its employees, officers, and consultants from any responsibility or liability with respect thereto.

SIGNATURE OF APPLICANT _____ DATE _____

PRINT NAME: _____

SUBMITTAL CHECKLIST

WALL SIGNS

REQUIRED PROVIDED

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | COMPLETED SIGN PERMIT APPLICATION FORM. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 COPIES OF SIGN CONSTRUCTION DETAIL SHOWING SIZE, MATERIALS, DIMENSIONS, PROJECTION FROM THE WALL AND METHOD OF ATTACHMENT TO THE WALL. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 COPIES OF SCALED ELEVATION DRAWING SHOWING SQUARE FOOT AREA OF FRONT OF BUILDING OR TENANT AREA. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | IF THE SIGN IS ELECTRIFIED, 2 COPIES OF A NOTE INDICATING THE SIGN WILL BE UL (OR EQUIVALENT) LISTED. OBTAIN AN ELECTRICAL PERMIT APPLICATION. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | SIGN CONTRACTORS MUST ANNUALLY REGISTER WITH THE CITY BY PAYING A \$20 REGISTRATION FEE. |

GROUND SIGNS

REQUIRED PROVIDED

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 COPIES OF SITE PLAN SHOWING RIGHT OF WAY LINES AND SIGN LOCATION. LABEL THE DISTANCE FROM RIGHT OF WAY LINE TO LEADING EDGE OF SIGN. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 COPIES OF SIGN CONSTRUCTION DETAILS SHOWING DIMENSIONS & THICKNESS OF SIGN, MATERIALS AND FOOTING DEPTH. AT THE DISCRETION OF THE PLANNING DEPARTMENT, SIGNS WITH SIGNIFICANT STRUCTURAL COMPLEXITY WILL REQUIRE SEALED, ENGINEERED DRAWINGS. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE UL (OR EQUIVALENT) LISTED. OBTAIN AN ELECTRICAL PERMIT APPLICATION. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | SIGN CONTRACTORS MUST ANNUALLY REGISTER WITH THE CITY BY PAYING A \$20 REGISTRATION FEE. |

SPECIAL EVENT SIGNS

REQUIRED PROVIDED

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 COPIES OF SITE PLAN SHOWING SITE LAYOUT, RIGHT OF WAY LINES AND SIGN LOCATIONS. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 COPIES OF NUMBER AND DIMENSIONS OF PROPOSED SIGNS, INCLUDING BANNERS, FLAGS, COLD AIR BALLOONS AND OTHER FORMS OF SIGNAGE. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECTRIFIED SIGNS: A NOTE INDICATING THE SIGN WILL BE UL (OR EQUIVALENT) LISTED. OBTAIN AN ELECTRICAL PERMIT APPLICATION. |