

**VILLAGE OF DEXTER
SIGN PERMIT APPLICATION**

Fee: \$50.00 Receipt #: _____ Date Received: _____

It shall be unlawful for any person to erect, re-erect, alter or relocate any sign in the Village of Dexter, unless a permit shall have been first obtained from the Zoning Administrator, except as provided in Section 7.03 of the Zoning Ordinance.

Any sign that makes use of electricity shall, in addition to a sign permit, require an electrical permit from the Washtenaw County Building Department, regardless of size. All other signs also require a building permit from the Washtenaw County Building Department.

Property Address / Location of Sign(s) District	Business Name	Zoning
Property ID/Tax ID		
Applicant, Address, City, State, Zip		Phone/FAX
Property Owner, Address, City, State, Zip		Phone/FAX
Sign Erector, Address, City, State, Zip		Phone/FAX

Required Information

All sign permit applications shall be submitted to the Zoning Administrator for review and shall include the following:

ACCEPTABLE

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The sign permit fee paid in accordance with the current Planning and Zoning Fee Schedule, adopted by the Village Council. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A scale drawing of each sign that shows the dimensions of the sign, the height of the sign, design of the sign and lettering, dimensions of the lettering, the type of materials to be used for the sign and its support system, type of illumination, and color. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A scale drawing of the site or building, showing the placement of all signs, both existing and proposed. This drawing shall include all the dimensions of the site or building. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Detailed information about other existing signs on the property, including dimensions of the sign, the height of the sign, design of the sign and lettering, dimensions of the lettering, the type of materials used for the sign and its support system, type of illumination, and color. The application shall also indicate whether the existing sign is to remain or be removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The consenting signature of the property owner. |

Owner's Signature	Date	Applicant's Signature	Date
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STAFF REVIEW:

ALL EXISTING NONCONFORMING SIGNS ON THE SITE:

Reviewed by: _____ Date _____

_____ Denied REASONS FOR DENIAL:

_____ Approved

APPROVAL STAMP