



# Sign Application

**LOCATION INFORMATION** **APPLICATION NUMBER** \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Parcel Number \_\_\_\_\_

**APPLICANTS INFORMATION**

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Interest In Project \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)**

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROPERTY INFORMATION**

Building Width \_\_\_\_\_ Property Width \_\_\_\_\_ Current Use \_\_\_\_\_  
Historic District \_\_\_\_\_

**SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

Type: Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Attached \_\_\_\_\_ Detached \_\_\_\_\_

Proposed Size(s) \_\_\_\_\_ Illumination \_\_\_\_\_ Dates to be displayed \_\_\_\_\_

Further Comments:

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**PLEASE INCLUDE THE FOLLOWING INFORMATION**

Pursuant to Section 154.141, please attach the following supporting documents when applying for sign approval

Y   N   NA

- Photographs of the structure including any signage to remain
- Dimensions of any signs on the property to remain
- Plot plan showing the following:
  - Location, shape, area and dimension of the lot
  - Current site improvements (including structures, sidewalks, decks, streets, fences, etc)
  - Location of any proposed and existing detached signs
- Samples of all proposed exterior finishes and materials (if located within Historic District)
- A scaled drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s)

**OFFICE USE ONLY:**  
 Date Application Complete \_\_\_\_\_ Date Fee Paid \_\_\_\_\_  
 Notes: \_\_\_\_\_  
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