



# City of Reed City

227 E. Lincoln Ave. Reed City, MI,  
Phone (231) 832-2245 Fax (231) 832-9166  
Web Site: reedcity.org

## SIGN APPLICATION AND PERMIT

### 1. PROJECT LOCATION

Address: \_\_\_\_\_

Tax Parcel Number: 67-52 \_\_\_\_\_

Legal Description: \_\_\_\_\_

### 2. PROPERTY OWNER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### 3. ZONING DISTRICT: \_\_\_\_\_

### 4. SIGN INFORMATION REQUIRED

- Dimensions of sign face and square footage
- Type of sign: wall mount, painted on building, roof mount, over hang, free standing, pylon, etc.
- Type of construction, single or double face.
- If wall mount or painted on building provide dimensions of wall.
- If free standing provide location relative to building, property lines, street right of ways.
- Is sign illuminated?
- Provide sample of sign content, text and pictures or graphics.
- The distance to lot lines,
- Adjacent streets or alleys, and
- Adjacent property uses.

Attach drawing or picture of sign and support information

SIGN APPLICATION AND PERMIT (continued)

**5. OWNER / AGENT CERTIFICATION**

I hereby certify that the information provided is complete and accurate to the best of my knowledge and that I am the owner of record or authorized by said owner to seek a Zoning Permit from the City of Reed City.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Changes in the submitted information without notification to the City prior to installation or failure to provide accurate information in seeking this Permit may be cause for suspending or revoking the Zoning Permit.

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**ZONING ADMINISTRATOR REVIEW**

- A. ZONING DISTRICT USE COMPLIANCE:     YES     NO  
B. SETBACK COMPLIANCE:                     YES     NO  
C. SIGN SIZE AND CONTENT ACCEPTED     YES     NO  
D. SITE PLAN APPROVAL REQUIRED:         YES     NO  
E. NOTES AND SPECIAL CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject to the stated Notes and Special Conditions this Sign Zoning Application is:

- APPROVED                     DENIED

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date