

PRINT

CITY OF MARQUETTE SIGN PERMIT APPLICATION



CITY STAFF USE

PARCEL # _____ FILE #: _____
RECEIPT #: _____ CHECK #: _____ RECEIVED BY & DATE: _____

FEE SCHEDULE (We can only accept Cash or Check (Written to City of Marquette))

- ☐ \$140 – New sign(s)
☐ \$75 – For a revision to an approved sign permit within one year of approval date

PROPERTY INFORMATION

Property Address: _____
Additional Address (if applicable): _____
Zoning District: _____

If you have any questions,
please call 228-0425 or e-mail
erpaupore@marquettemi.gov.
Please review Article 11 of the
Land Development Code, which
is located on our website
located at ww.marquettemi.gov.

SIGNATURE

The applicant acknowledges review of Article 11 of the Land Development Code requirements. The applicant acknowledges that the information in this application is correct and accurate.

The applicant authorizes City staff to visit the property as part of their review of this application.

Applicant Signature: _____

Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

Property Owner Signature: _____

Date: _____

PROPERTY OWNER CONTACT INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
E-mail: _____

APPLICANT CONTACT INFORMATION (if different than property owner)

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
E-mail: _____

SIGN CONTRACTOR INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
E-mail: _____

REQUIRED INFORMATION BY ZONING DISTRICT

Please go to the box for your zoning district and fill in the information.

Residential Developments (Subdivisions, Site Condominiums, Multi-Family Developments, Mobile Home Parks) and Non-Residential Uses Only (LDR, MDR, MFR, and MHP Zoning Districts)

Please only answer the items below that are applicable to your use and property:

How many residential units? _____

How many lots/units within the development? _____

What type of Non-residential Use? _____

SINGLE-TENANT or MULTI-TENANT BUILDING (M-U, CBD, MDW, and TSC Zoning Districts)

Width of Building Based on Building Address: _____ (Note: M-U and CBD Zoning Districts Only)

Lot Width: _____ (Note: MDW and TSC Zoning Districts Only)

How many building frontages from which the tenant has a building entrance? _____

Tenant name and address: _____

Note: If this application is for more than one tenant please fill out Page 2 for each tenant.

SINGLE-TENANT BUILDING (GC, RC, IM, and BLP Zoning Districts)

Lot Width: _____

Building Frontage: _____

Tenant name and address: _____

MULTI-TENANT BUILDING (GC, RC, IM, and BLP Zoning Districts)

Lot Width: _____

Building/Tenant Frontage: _____

How many building frontages from which the tenant has a building entrance? _____

How many building floors? _____

Tenant name and address: _____

Note: If this application is for more than one tenant please fill out Page 2 for each tenant.

REQUIRED INFORMATION BY ZONING DISTRICT CONTINUED

Please go to the box for your zoning district and fill in the information.

SINGLE-TENANT BUILDING (M and C Zoning Districts)

Lot Width: _____

Building Frontage: _____

Tenant name and address: _____

MULTI-TENANT BUILDING (M and C Zoning Districts)

Lot Width: _____

Building/Tenant Frontage: _____

Tenant name and address: _____

Note: If this application is for more than one tenant please fill out Page 3 for each tenant.

SINGLE-TENANT or MULTI-TENANT BUILDING (CR Zoning District)

Commercial Uses:

Building/Tenant Frontage: _____

Non-Residential and Non-Commercial Uses:

What type of sign are you applying for? _____

Note: If this application is for more than one tenant please fill out Page 3 for each tenant.

EXISTING SIGNAGE REQUIRED INFORMATION

EXISTING SIGNAGE FOR THE PARCEL IF ONE TENANT, IF MULTI-TENANT BUILDING THEN ONLY NEED THE EXISTING SIGNAGE FOR THE TENANT THAT IS APPLYING FOR SIGNAGE

Please provide the type of sign with the dimension and area of each existing sign:

Total S.F. of all existing signs _____

REQUIRED SKETCH MAP

Please provide a sketch map below indicating the position of the sign in relation to nearby buildings, signs, structures, and lot lines. All dimensions are to be included. Or you can attach a separate sketch map.

PROPOSED SIGNAGE

Please fill out the type of sign boxes that relates to your proposal.

☐ On ☐ Off premise

☐ One sided ☐ Two sided

Type of illumination* _____

(*Requires MQT County Electrical Permit)

TYPE OF SIGN

☐ Pole (Freestanding Sign)*

Sign Dimensions _____

Total Height _____

What is the setback of the sign? _____

Is there more than one sign? ☐ Yes ☐ No

Clearance beneath sign to average grade _____

Is the sign located within 100 feet of a residential district, measured along right of way lines? ☐ Yes ☐ No

Is the sign made out of flexible material? ☐ Yes ☐ No

***FOOTINGS REQUIRE A MQT COUNTY BLDG PERMIT**

☐ Ground or Monument (Freestanding Sign)*

Sign Dimensions _____

Is there more than one sign? ☐ Yes ☐ No

Total Height _____

What are the setbacks of the sign in relation to:

An intersection of a right-of-way (ROW) with another ROW? _____

OR

Within the CVT area of a ROW and driveway or alley? _____

What is the distance to the side lot line? _____

Is the sign made out of flexible material? ☐ Yes ☐ No

***FOOTINGS REQUIRE A MQT COUNTY BLDG PERMIT**

☐ Blade Sign

Sign Dimensions _____

Clearance beneath sign to average grade _____

What is the maximum projection distance of the sign from the wall? _____

Is the sign extending above the top of the wall it is attached to?

☐ No ☐ Yes - How much? _____

Is the sign projecting over an alley or private access lane?

☐ No ☐ Yes – This is not allowed

Does the sign overhang a public right-of-way?

☐ No ☐ Yes – Please provide approval of the proper governmental agency having jurisdiction over such right-of-way (ROW). If City ROW please submit a completed Release, Hold Harmless and Indemnification Agreement for sign overhanging ROW form.

What is the distance to the nearest side lot line? _____

Distance to an intersecting ROW (If applicable)? _____

☐ Changeable Sign and Electronic Message Center (EMC) Sign

☐ Changeable Copy (Non-electronic or Non-Mechanical)

☐ Changeable Copy (Electronic)

This sign must meet Section 54.1109 (I) of the Land Development Code.

Please fill out the other type of sign box that relates with your proposal. i.e. Wall Sign, Pole Sign, etc.

TYPE OF SIGN CONTINUED

☐ Wall Sign(s)

Sign Dimensions _____

What is the maximum projection distance of the sign from the wall? _____

Is the sign covering any wall opening? ☐Yes ☐No

Does the sign project beyond the ends or top of the structural wall it is attached to? ☐Yes ☐No

Is the sign made out of flexible material? ☐Yes ☐No

IF YOU HAVE MORE THAN ONE PLEASE FILL OUT INFO BELOW

Sign Dimensions _____

What is the maximum projection distance of the sign from the wall? _____

Is the sign covering any wall opening? ☐Yes ☐No

Does the sign project beyond the ends or top of the structural wall it is attached to? ☐Yes ☐No

Is the sign made out of flexible material? ☐Yes ☐No

Sign Dimensions _____

What is the maximum projection distance of the sign from the wall? _____

Is the sign covering any wall opening? ☐Yes ☐No

Does the sign project beyond the ends or top of the structural wall it is attached to? ☐Yes ☐No

Is the sign made out of flexible material? ☐Yes ☐No

Sign Dimensions _____

What is the maximum projection distance of the sign from the wall? _____

Is the sign covering any wall opening? ☐Yes ☐No

Does the sign project beyond the ends or top of the structural wall it is attached to? ☐Yes ☐No

Is the sign made out of flexible material? ☐Yes ☐No

☐ Awning, Canopy, and Marquee Sign

Sign Dimensions _____

Clearance beneath canopy to average grade _____

Distance of awning, canopy, or marquee sign to the curb _____

Does the sign overhang a public right-of-way?

☐No

☐Yes – Please provide approval of the proper governmental agency having jurisdiction over such right-of-way (ROW). If City ROW please submit a completed Release, Hold Harmless and Indemnification Agreement for sign overhanging ROW form.

Signs Attached to the Face of the Awning, Canopy, or Marquee (Parallel to the Flow of Traffic).

- Sign Dimensions _____
- The projection distance of the sign to the canopy _____
- Height of sign _____

Signs Attached to the Sides of the Awning, Canopy, or Marquee (Not Parallel to the Flow of Traffic).

- Sign Dimensions _____
- Clearance beneath sign to average grade _____
- What is the maximum projection distance of the sign from the wall? _____

Signs Suspended Under Awnings, Canopies, and Marquees.

- Sign Dimensions _____
- Distance between the top of the sign and the underside of the canopy or marquee _____
- Clearance beneath sign to average grade _____
- Distance of sign to the curb _____