



7227 West Q Ave  
Kalamazoo, MI 49009  
P: 269-375-1591  
F: 269-375-0791  
[www.texastownship.org](http://www.texastownship.org)

## SIGN PERMIT APPLICATION

Sign Permits are reviewed by the Zoning Administrator. If you have questions about the status of your application, you may contact the Zoning Administrator at 269.548.4305. For more information about sign requirements, please review section 36-5.8 of our ClearZoning Ordinance.

### APPLICANT INFORMATION

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PARCEL INFORMATION

Subject Parcel Number: 3909-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Subject Parcel Street Address: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

### LEGAL OWNER INFORMATION

Legal Owner of Parcel: \_\_\_\_\_

Legal Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Above legal owner has consented to this application? Yes: \_\_\_\_\_ No: \_\_\_\_\_

### SIGN INFORMATION

*Please complete subsection A, B or C depending on the type of sign you would like to install.*

#### A. PERMANENT FREESTANDING SIGNS

Type: ☐ Pylon ☐ Ground ☐ Replacement Face Only

Purpose: ☐ Multi-Tenant ID ☐ Building ID ☐ Subdivision ID

Sign Face Area: \_\_\_\_\_

Height Above Grade: \_\_\_\_\_

Updated January 2024



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Frame/Structure Area: \_\_\_\_\_

Internal Illumination: ☐ Yes ☐ No External Illumination: ☐ Yes ☐ No

Type & Depth of Footings: \_\_\_\_\_

**Additional Required Information:**

1. A scaled site plan showing placement of existing and proposed sign(s). Please include location, setback from right-of-way, and setback from the nearest side property line.
2. A scaled drawing/picture showing new sign structure and sign face(s) including all dimensions, materials, lighting specifications, footing details, and total sign height.

**B. PERMANENT WALL & WINDOW SIGNS**

Purpose: ☐ Tenant ID ☐ Building ID

Sign Face Area: \_\_\_\_\_

Height Above Grade: \_\_\_\_\_

Linear Feet of Wall: \_\_\_\_\_

Window Area (For Window Signs): \_\_\_\_\_

Internal Illumination: ☐ Yes ☐ No External Illumination: ☐ Yes ☐ No

**Additional Required Information:**

1. A scaled elevation drawing showing location of existing and proposed sign(s) including wall dimensions, window dimensions (for window signs) and sign height(s).
2. A scaled drawing/picture showing new sign/sign face, materials, lighting specifications, dimensions, and attachment details.

**C. TEMPORARY SIGNS**

Purpose: ☐ Grand Opening ☐ Special Event ☐ Construction ☐ Other

Sign Dimensions: \_\_\_\_\_ X \_\_\_\_\_

Quantity: \_\_\_\_\_

Sign Type: ☐ Banner ☐ PVC ☐ Yard Sign ☐ Other \_\_\_\_\_

Location of Sign(s): \_\_\_\_\_

Installation Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

**FEE SCHEDULE**

Permanent Signs: \$75 per application & \$25 per sign

Sign Face Replacement: \$25 per sign

Temporary Signs: No charge (approval required)

Updated March 2023



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## SIGN PERMIT AND INSPECTION REMINDERS

1. Sealed construction plans are required by the Building Department for pylon signs.
2. A footing inspection is required for all new pylon signs. Contact the Building Department at 269.375.1591 to schedule an inspection.
3. An electrical permit from the Building Department is required for illuminated signs.
4. A setback inspection is required for new ground and pylon signs. Contact the Planning Department at 269.375.1591 to schedule an inspection.
5. Submission of the Confirmation of Code Compliance Form is required for new signs.
6. For more information about our sign regulations, please review Section 36-5.8 of our ClearZoning Ordinance.
7. Remember to call Miss Dig prior to installation!

## AUTHORIZATION & SIGNATURE

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**If installing a sign on property owned by another individual, their signature is required below:**

**Property Owner Name:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE ORDINANCES OF THE CHARTER TOWNSHIP OF TEXAS. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

## OFFICE USE ONLY

**Date Received:** \_\_\_\_\_

**Fee Paid:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

### Texas Township Reviews

☐ **Planning/Zoning** Date: \_\_\_\_\_ Initials: \_\_\_\_\_

☐ **Building Dept.** Date: \_\_\_\_\_ Initials: \_\_\_\_\_