

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

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 Hartland, Michigan 48353
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 tlanger@hartlandtwp.com



SUPERVISOR
 William Fountain

CLERK
 Larry Ciofu

TREASURER
 Kathleen Horning

TRUSTEES
 Matthew Germane
 Summer L. McMullen
 Denise M. O'Connell
 Joe Petrucci

REQUEST FOR A SIGN PERMIT

Property Address:		Business Name:		
Parcel Identification Number:		Zoning of Parcel:		
Personal Property Number:				
Sign Application #	Type of Sign	Fee	Dimensions/Description	Total
_____	<input type="checkbox"/> Wall Signs (<i>per sign</i>)	\$225.00 \$175.00 with Site Plan		
Application Date: _____	<input type="checkbox"/> New Monument Sign (<i>per sign</i>)	\$225.00 \$175.00 with Site Plan		
	<input type="checkbox"/> Panel Installation and Replacement (<i>per panel/sign</i>)	\$175.00		
Related Site Plan # _____	<input type="checkbox"/> Directional Signs (<i>per sign</i>)	\$10.00		
	<input type="checkbox"/> 2 or more Directional Signs	\$20.00		

BUSINESS OWNER/TENANT INFORMATION

Business Name				
Business Owner's Last Name		First		M.I.
Home Street Address				
City		State		Zip
Phone		E-mail Address		

PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)

Last Name		First		M.I.
Street Address				
City		State		Zip
Phone		E-mail Address		
Signature of Owner: (Required)				

SIGN COMPANY / CONTRACTOR / DESIGNER CONTACT INFORMATION

Business Name				
Last Name		First	M.I.	
Street Address				
City		State	Zip	
Phone		E-Mail Address		

REVIEW PROCESS

When opening a new business or changing owners in an existing business, the sign application is just one of the documents required by the Township. Please make sure that your application is complete and includes detailed drawings and specifications for all proposed signage. Only **complete** applications will be processed.

Wall/Temporary Signs: Building Façade Length Location on Building Design Sign Area (Length, height) Mounting Illumination Sign-Off by Owner	Monument Signs: Property Survey (showing setbacks & frontage dimensions) Sign Area (length, height) Sign Design, i.e. Panel/Letters Panel Construction Base Design Illumination Landscaping	Panel Changes: Panel Construction Sign Base Condition Illumination
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Applications/Documents Required prior to Sign Application:

- Zoning Compliance Form – Required for All Businesses
- Land Use Permit or Waiver – Required for All Changes to the Site, Building Exterior or Interior
- Industrial Pollution Permit – Required for All Properties With Sewer Service

APPLICANT SIGNATURE

The applicant acknowledges that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.

Signature of Applicant: _____ **Date:** _____

Treasurer's Office (Official Use Only)	Personal Property, Taxes & Water Bills (Official Use Only)
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted. Account Number: 101-000-622.000 (Application) _____ Receipt Number: _____	<input type="checkbox"/> Paid In Full <input type="checkbox"/> Not Paid In Full Amount Owed \$ _____ Personal Property ID# _____ Treasurer's Authorized Signature _____ Date _____

Planning Department Review and Authorization for Permit (Official Use Only)

Township Documents Submitted:	Hartland Township has reviewed and approved the attached plans and has found it to be consistent with the Hartland Township Zoning Ordinance. Please review for compliance with the Michigan Building Code.
Zoning Compliance Form _____ Date Submitted _____	
IPP Application Received _____	
Land Use Permit/Waiver for Build-Out _____	
	_____ Zoning Administrator/Designee Date