

OFFICE OF THE PLANNING DIRECTOR  
**Troy Langer**

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Summer L. McMullen  
Denise M. O'Connell  
Joe Petrucci

## REQUEST FOR A SIGN PERMIT

<b>Property Address:</b>					<b>Business Name:</b>				
<b>Parcel Identification Number: 4708-</b>					<b>Zoning of Parcel:</b>				
<b>Personal Property Number:</b>									
<b>Sign Application #</b> _____	<b>Type of Sign</b>			<b>Fee</b>	<b>Dimensions/Description</b>		<b>Total</b>		
	<input type="checkbox"/> Wall Signs ( <i>per sign</i> )			\$225.00 \$175.00 with Site Plan					
<b>Application Date:</b> _____	<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					
<b>Related Site Plan #</b> _____	<input type="checkbox"/> Directional Signs ( <i>per sign</i> )			\$10.00					
	<input type="checkbox"/> 2 or more Directional Signs			\$20.00					
<b>BUSINESS OWNER/TENANT INFORMATION</b>									
Business Name									
Business Owner's Last Name		First					M.I.		
Home Street Address									
City		State					Zip		
Phone		E-mail Address							
<b>PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)</b>									
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										
<b>REVIEW PROCESS</b>												
<p>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 <b>complete</b> applications will be processed.</p>			<p style="text-align: center;"><b>Applications/Documents Required <i>prior to Sign</i> Application:</b></p> <p><b>1.</b> <input type="checkbox"/> <b>Zoning Compliance Form – Required for All Businesses</b></p> <p><b>2.</b> <input type="checkbox"/> <b>Land Use Permit or Waiver – Required for All Changes to the Site, Building Exterior or Interior</b></p> <p><b>3.</b> <input type="checkbox"/> <b>Industrial Pollution Permit – Required for All Properties With Sewer Service</b></p>									
<b>Wall/Temporary Signs:</b>  Building Façade Length Location on Building Design Sign Area ( <i>Length, height</i> ) Mounting Illumination Sign-Off by Owner	<b>Monument Signs:</b>  Property Survey ( <i>showing setbacks &amp; frontage dimensions</i> ) Sign Area ( <i>length, height</i> ) Sign Design, i.e. Panel/Letters Panel Construction Base Design Illumination Landscaping	<b>Panel Changes:</b>  Panel Construction Sign Base Condition Illumination										
<b>APPLICANT SIGNATURE</b>												
<p>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. The applicant acknowledges information on this form may be shared with other agencies.</p>												
<p><b>Signature of Applicant:</b> _____ <b>Date:</b> _____</p>												
<b>Treasurer's Office (Official Use Only)</b>		<b>Personal Property, Taxes &amp; Water Bills (Official Use Only)</b>										
<p>This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.</p> <p>Account Number: 101-000-622.000 (Application) _____</p> <p>Receipt Number: _____</p>		<p><input type="checkbox"/> Paid In Full</p> <p><input type="checkbox"/> Not Paid In Full      Amount Owed \$ _____</p> <p>Personal Property ID# _____</p> <p>Treasurer's Authorized Signature _____</p> <p>Date _____</p>										
<b>Planning Department Review and Authorization for Permit (Official Use Only)</b>												
<p>Township Documents Submitted:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;"></td> <td style="text-align: right; width: 30%;">Date Submitted</td> </tr> <tr> <td>Zoning Compliance Form</td> <td>_____</td> </tr> <tr> <td>IPP Application Received</td> <td>_____</td> </tr> <tr> <td>Land Use Permit/Waiver for Build-Out</td> <td>_____</td> </tr> </table>			Date Submitted	Zoning Compliance Form	_____	IPP Application Received	_____	Land Use Permit/Waiver for Build-Out	_____	<p>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.</p> <p style="text-align: right;">             _____              Zoning Administrator/Designee      Date           </p>		
	Date Submitted											
Zoning Compliance Form	_____											
IPP Application Received	_____											
Land Use Permit/Waiver for Build-Out	_____											