



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Sign Permit Application

Property Location Address	Zone
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Applicant is: ☐ Property Owner ☐ Contractor: Company Name _____

Applicant Name		Phone
Address	E-mail	
Sign Erector (If different than Contractor)	City License Number	

Sign Specifications (See [Article 4](#) of Zoning Ordinance)

Type *(check only one – complete a separate application if more than one sign is proposed):*

☐ Wall ☐ Projecting ☐ Marquee ☐ Awning

Freestanding: ☐ Pylon ☐ Monument

Message Center: ☐ Static ☐ Electronic

Visibility Triangle: (see Section 4.2.C in the Zoning Ordinance)

Sign is within 25' of an intersection

☐ Yes ☐ No

Sign is:

☐ One Sided ☐ Existing and being modified

☐ Two Sided ☐ Existing and being replaced

☐ V-shape ☐ New

☐ Other _____

☐ Illuminated

☐ Internal ☐ External

☐ LED ☐ Neon

Sign: Height _____ ft; Length _____ ft; Total Sq Ft _____

Total Structure: Height _____ ft; Length _____ ft; Total Sq Ft _____

Message Center *(if applicable):* Height _____ ft; Length _____ ft; Total Sq Ft _____

Signable area: _____ sq ft *(wall type only - signable area is the two-dimensional area on the façade of a building free of architectural details (windows, doors, moldings, etc.) where a wall sign would be placed)*

Distance from Property Line: _____ ft *(wall and free-standing types only)*

Distance Projecting from Building Face: _____ ft *(Wall, Projecting, Marquee and Awning types only)*

Height above Sidewalk or Grade _____ ft *(Projecting, Marquee, and Awning types only)*

Distance Projecting into Right-of-Way: _____ ft *(for Projecting, Marquee, and Awning types only)*

Support methods: _____

Material Type: _____ ☐ Combustible ☐ Non-combustible

Wording: _____

Please describe
modifications, new features,
and any other information
that may be relevant:



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- **PLOT PLAN** – MUST BE ATTACHED PRIOR TO SUBMISSION SHOWING A RENDERING OF THE DESIGN, ALL SIGN/STRUCTURE DIMENSIONS, LOCATION OF THE SIGN, NEARBY STRUCTURES, DISTANCE TO RIGHTS-OF-WAY
- **SIGN SIZE** – MEASUREMENTS MUST INCLUDE THE ENTIRE SIGN FACE, NOT JUST TEXT OR LOGOS; STRUCTURE MEASUREMENTS INCLUDE SUPPORTING FRAMEWORK AND FOUNDATIONS
- **EXISTING SIGNS** – IF AN EXISTING SIGN IS BEING MODIFIED, PLEASE INCLUDE DIMENSIONS OF THE CURRENT SIGN FOR REFERENCE
- **STRESS SHEETS** – WIND, PRESSURE, AND DEAD LOAD CALCULATIONS MAY BE REQUIRED FOR GROUND, PROJECTING, WALL, AND MARQUEE SIGNS
- **ELECTRICAL PERMITS** – REQUIRED FOR ILLUMINATED SIGNS AND ELECTRONIC MESSAGE CENTERS
- **BUILDING PERMIT** – MAY BE REQUIRED FOR FOUNDATIONS

This permit becomes null and void if work or construction authorized is not commenced within four months after date of issuance. Sign permits are revocable at any time; all rights and privileges accrued under the provisions of the Zoning Ordinance, or any amendment thereto, are mere licenses and may be revoked upon the violation of any of the conditions contained within the Zoning Ordinance.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions or any other state or local law regulating construction or the performance of construction.

Applicant Signature/ Authorized Agent	Date
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Date Received
