

VILLAGE OF OXFORD  
Building Department  
22 West Burdick, P.O. Box 94  
Oxford, MI 48371-0094  
248-628-2543



## SIGN PERMIT APPLICATION

Application is hereby made for a permit to **INSTALL/ALTER** a sign on the following property:

1. Fees must be included with application
2. Two (2) sets of plan are required to be submitted with this application – per Chapter 4 (Sign Ordinance).

LOCATION: \_\_\_\_\_ Sidwell# \_\_\_\_\_

Name of Business: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

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

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

Applicant's Signature: \_\_\_\_\_

TENANT/OWNER SIGNATURE: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Phone: \_\_\_\_\_

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### Type of Sign (Fill in Only Those that Apply)

**GROUND** \_\_\_\_\_ Sign Area: \_\_\_\_\_ Height: \_\_\_\_\_  
(not including base or supports) (including base or supports)

**WALL** \_\_\_\_\_ Sign Area: \_\_\_\_\_ Linear Width of Storefront or Building Frontage \_\_\_\_\_  
Area of any existing or proposed projecting signs: \_\_\_\_\_

**WINDOW** \_\_\_\_\_ Sign Area: \_\_\_\_\_ Dimensions of window(s) \_\_\_\_\_

**PROJECTING** \_\_\_\_\_ Sign Area: \_\_\_\_\_ Area of any existing or proposed wall signs: \_\_\_\_\_

**MARQUEE** \_\_\_\_\_ Sign Area: \_\_\_\_\_  
\*\*PLEASE NOTE THAT MARQUEE SIGNS REQUIRE PLANNING COMMISSION APPROVAL\*\*

**TEMPORARY BANNER** \_\_\_\_\_ Sign Area: \_\_\_\_\_ Proposed dates of display: \_\_\_\_\_

**A-FRAME** \_\_\_\_\_ Sign Area: \_\_\_\_\_ Height: \_\_\_\_\_ Materials: \_\_\_\_\_

SPECIAL LAND USE

Special Land Use approval is required for proposed signs that do not meet the specific requirements of the Ordinance. Special Land Use requires Planning Commission approval after a public hearing.

Do you wish to apply for Special Land Use approval?       No       Yes

ADDITIONAL REQUIREMENTS

- Attach a drawing of the location of the sign(s) on the building and/or site.
- Attach a picture of the proposed design of the sign (placeholders may be used if content has not yet been determined).
- All permanent signs must be approved by the Building Department prior to installation.
- Inspection will be required when installation is complete. Contact Village of Oxford to schedule the inspection.

FEES

Application Fee ..... \$15  
 Permit Fee per sign ..... \$85  
 Registration Fee ..... \$15  
 Special Use Fee (if needed) ..... \$300

**TOTAL FEES:** \_\_\_\_\_

**FOR VILLAGE USE ONLY**

- \_\_\_\_\_ 1. Distribute plans to Planner
- \_\_\_\_\_ 2. Receive Decision Form from Planner
- \_\_\_\_\_ 3. Sign Permit Issued to Applicant
- \_\_\_\_\_ 4. If Design Review or Special Use is Required:

- Planning Commission Meeting Date: \_\_\_\_\_
- Notice for Public Hearing (Special Use Only)
- Receive Review from Planner
- Planning Commission Decision: \_\_\_\_\_
- Sign Permit Issued to Applicant

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