

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



SIGN PERMIT

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

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

NOTE: All permanent signs must be approved by the Building Department prior to installation.

LOCATION: _____ Sidwell # _____

Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

Applicant's Signature: _____

OWNER SIGNATURE _____

(Business): Address: _____

Zoning District: _____ Phone: _____

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: _____

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 approval may be required for proposed signs that do not meet the specific requirements of the Ordinance. Special Land Use Review before Planning Commission requires 10 sets of proposed site plan, additional review fees, a public hearing and published notice in the newspaper, at least 15 days before date of hearing.

Do you wish to apply for Special Land Use Approval?
 No Yes Date of Approval: _____

Application Fee\$15
 Permit Fee per sign\$85
 Registration Fee\$15
 SLU Review Fee (if needed)\$300

ADDITIONAL REQUIREMENTS:

- Please attach a drawing of the location of the sign(s) on the building and/or site.
- Please attach a picture of the proposed design of the sign (placeholders may be used if content has not been determined.)

TOTAL FEES: _____

