



# SIGN PERMIT APPLICATION

**\$31 APPLICATION FEE**

**\*ADDITIONAL PERMIT FEES WILL APPLY\***

CITY OF AUBURN HILLS COMMUNITY DEVELOPMENT DEPARTMENT  
1827 N SQUIRREL RD., AUBURN HILLS, MI 48326  
(248) 364-6900

## CITY USE ONLY

PS# \_\_\_\_\_

DATE RCVD

FEES

APPROVED

NOT APPROVED

INSPECTOR

## PROJECT INFORMATION

ADDRESS	PROJECT NAME	ZONING
PARCEL NUMBER	PROJECT DESCRIPTION	

## ITEMS REQUIRED FOR SUBMITTAL:

1. **\$31.00 APPLICATION FEE**
2. **COPY OF SIGN CONTRACT**
3. **COPY OF APPLICANTS DRIVERS LICENSE**
4. **THREE SETS OF THE FOLLOWING-**
  - A PLOT PLAN OR SITE PLAN THAT ILLUSTRATES SIGN SETBACKS FROM ALL PROPERTY LINES AND ALL TYPES OF EASEMENTS ON THE PROPERTY
  - A PLAN THAT ILLUSTRATES THE SIZE AND CONFIGURATION OF THE SIGN AND SIGN MESSAGE, INCLUDING CONSTRUCTION SPECIFICATIONS, IF APPLICABLE

ROAD FRONTAGE OF LOT		FT	CORNER LOT?	ACRES	
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
TYPE OF SIGN	CHANGEABLE COPY SIGN?		SIGN DIMENSIONS		
<input type="checkbox"/> WALL <input type="checkbox"/> MONUMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO <small>*ALL CHANGEABLE COPY SIGNS REQUIRE A SPECIAL LAND USE PERMIT, PLEASE SEE ORDINANCE 1811, 12 G*</small>		_____ X _____ = _____ SF		
COST OF SIGN (LABOR AND MATERIALS)		SIGN SETBACKS			
\$ _____		_____ FT FROM FRONT PROPERTY LINE _____ FT FROM SIDE PROPERTY LINE			
ARE THERE ANY OTHER SIGNS ON THE PROPERTY?	# OF SIGNS	SIZES		TOTAL SQUARE FOOTAGE OF EXISTING SIGNS	
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	____ X ____, ____ X ____, ____ X ____,		_____ SF	
IS THIS SIGN FOR A MULTI-TENANT PROJECT/LOCATION?	TOTAL SQ FT TENANT IS LEASING	TOTAL SQ FT OF BUILDING	% OF TENANT FLOOR SPACE LEASED		
<input type="checkbox"/> YES <input type="checkbox"/> NO <small>*If YES, PLEASE FILL OUT THE NEXT 3 BOXES*</small>	_____ SF	_____ SF	_____ %		

## APPLICANT

BUSINESS NAME		ADDRESS	
CITY	STATE	ZIP	TELEPHONE #
EMAIL ADDRESS		APPLICANT NAME	

## SIGNATURE

## PROPERTY OWNER(S)

NAME		ADDRESS	
CITY	STATE	ZIP	TELEPHONE #
EMAIL ADDRESS		SIGNATURE	

## CITY USE ONLY

DATE TO DPW:

APPROVED: ☐ YES ☐ NO