



# Sign Permit Requests

## Planning and Zoning Department

### A Step-By-Step Guide



If there are issues, staff will work with the applicant to see corrections are made and the requirements of the ordinance are met.

Sign permit standards are found in [Article 21](#)

Sign permit definitions are found in [Section 220 S](#)

Signs in the Historic District require a [certificate of appropriateness for signage](#); with approval from the Museum Director/Curator (including window signs that do not require a sign permit)

If there is signage on an awning it is considered a sign

Signs that project into the right-of-way (projecting signs, in C-2 & C-3), or awnings over the right-of-way require a building permit. Applicant is to contact the [Building Inspector](#).



Planning & Zoning  
395 Third Street  
Manistee, MI 49660  
231.723.6041 (phone)  
231.398.3526 (fax)

## Sign Permit Application

Please Print

Property Information			
Address:		Parcel #	
Applicant Information			
Name of Owner or Lessee:			
Address:			
Phone #:		Cell#:	e-mail:
Name of Contractor (if applicable):			
Address:			
Phone #:		Cell#:	e-mail:
License Number:		Expiration Date:	
Project Information – check all that apply			
<input type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	
Type of Sign – check all that apply			
<input type="checkbox"/> Ground Mount	<input type="checkbox"/> *Marquee <small>[Includes awning/canopy]</small>	<input type="checkbox"/> *Pole <small>[Only allowed on US 31]</small>	<input type="checkbox"/> Portable
<input type="checkbox"/> *Projecting	<input type="checkbox"/> *Suspended	<input type="checkbox"/> Wall	<b>* Requires Building Permit</b>
Illumination – check all that apply			
<input type="checkbox"/> Internal <small>Requires Electrical Permit</small>	<input type="checkbox"/> External	<input type="checkbox"/> Non-Illuminated	
Building Dimensions			
Front:	Side:	Side:	Rear:
Sign Information			
Sign Area: <small>[In Square Feet]</small>	Sign Height: <small>[grade to top of sign]</small> <small>Only Applies to Ground Mount and Pole Signs</small>	Grade Clearance: <small>Only Applies to Ground Mount Marquee, Pole, Projecting and Suspended Sign</small>	
Authorization			
<p><i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i></p> <p>Applicant Signature: _____ Date: _____</p> <p>By signing the application the Applicant and Owner agree to comply with the requirements of Article 21 Signs of the City of Manistee Zoning Ordinance. <input type="checkbox"/> <b>Sign Plan for project attached (permit cannot be issued without plan)</b></p>			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00		Receipt #	
Zoning District:	Notes:		
Signature: _____		Date: _____	

### Sign Plan Requirements

A plan, at a scale determined by the Administrator to be reasonable, illustrating the following elements of the proposed or modified signage:

<input type="checkbox"/> Included	1. Sign type, per the definitions in <b>Section 220</b> ;
<input type="checkbox"/> Included	2. Dimensional characteristics, such as height, width, vertical clearances, and area;
<input type="checkbox"/> Included	3. Colors, materials, appearance, and lighting of the signage;
<input type="checkbox"/> Included	4. Relationship with buildings or structures;
<input type="checkbox"/> Included	5. Setbacks from buildings, landscaping, driveways, and rights-of-way; and,
<input type="checkbox"/> Included	6. Locations of any existing signage in the subject development or on the subject parcel. The site plan shall also include proposed and existing signage not requiring a permit.

### Zoning Requirements

Permit Lapse. A sign permit shall lapse if the business activity on the premises is discontinued for a period of six (6) months, unless the business is a seasonal activity, in which case, the sign permit shall lapse if the business activity is discontinued through one (1) normal business season. A sign whose permit has lapsed shall be removed by the owner within thirty (30) days of receipt of notice to remove from the City. If the event the owner fails to remove a sign in accord with such an order, the sign may be removed by the City, at the owner's expense, without notice or action from the City. The City shall reserve the right to place a lien on the property on which the sign exists to recover any expense associated with sign removal.

Permit Assignment. A sign permit shall be assignable to the successor of a business on the same parcel, except where the proposed sign is materially or substantially different in any way to the sign which was permitted. The Administrator shall make this determination.

*The complete set of Zoning Requirements for Signs can be found in the City of Manistee Zoning Ordinance Article 21 Signs.*