



SIGN PERMIT APPLICATION

Construction & Development Services

49045 Pontiac Trail, Wixom, MI 48393

Phone: 248.624.0880 Fax: 248.624.0867

Website: www.wixomgov.org

Email: buildingadmin@wixomgov.org

Business Hours 7:15 am - 5:30 pm, Monday - Thursday

Sign Permit Guidelines

Plans and permit application:

1. Please remit the administrative fee, zoning plan review and archiving fee (**\$71 non-refundable**) as well as registration fee (**\$25 if not currently registered**) along with the completed application.
2. A separate application is required for each sign.
3. An electrical permit application should accompany the sign permit application (if necessary).
4. Upon approval, permit fees will be due (\$54 per required inspection).
5. **The sign permit will not be considered issued until drawings have been approved and balance due has been remitted.**

Review time: *The permit application is generally processed within two weeks*

A permit is required for:

- New signs (ground, monument, pole or wall)
- Replacement signs
- Vinyl window signs
- Banners
- Balloons or inflatable type signage must be approved by the Zoning Board of Appeals.

Fees:

Administrative fee	\$ 39 (for each permit)
Plan Review	\$ 27 (first half hour)
Archiving fee	\$ 5 (1% of permit fee, minimum \$5)
Registration fee	\$ 25 (city renewal concurrent with the state licensing)
Permit fee	\$ 54 (per inspection)

SIGN PERMIT - Contact Information

The filing of this application will facilitate the applicant in a permit for the erection of a sign or outdoor display structure under the City of Wixom Zoning Ordinance. All applicable sections of this application must be completed (please type or print with ink).

Please reference Section 18.16 of the Zoning Ordinance when preparing an application to ensure all necessary information is provided for review.

Sign Location

Site Address _____

Parcel Number _____

Zoning District _____ ***If property is zoned VCA-C, VCA-TR, or VCA-LI - see standards below**

Estimated Sign Cost _____

Sign Specialty Contractor Information

Contractor of Record _____

Qualifying Specialist _____

Company Name _____

Company Address _____

Company Phone / Fax _____

Company E-mail _____

License Number and Expiration Date _____

Sign Specialist License

Contractor of Record _____

Qualifying Specialist _____

Company Name _____

Company Address _____

Company Phone / Fax _____

Company E-mail _____

License Number and Expiration Date _____

SIGN PERMIT - Sign Details

New sign Replacement Temporary

Type of Sign:

*Ground/Monument, Wall, Banner, A-Frame, Vinyl Window etc.

**Box Signs or signs resembling Box Signs are prohibited in all VCA districts

***Wall, Canopy or projecting sign square footage is to be 10% of front façade or 100 sq. ft. whichever is less

Sign - Size/Measurement: Horizontal _____ Vertical _____ Area Sq. Ft. _____

Façade - Size/Measurement: Horizontal _____ Vertical _____ Area Sq. Ft. _____

Electrical connection:

Not Applicable Internal lighting **(If yes, an electrical permit application is required)**

External lighting

***Provide Fixture Specification Sheet. If in any VCA district, please refer to Section 18.16.060.C below for additional illumination requirements**

Required Drawings:

1. A minimum of two (2) copies of a site plan must accompany this application. The site plan must be on a minimum of 8^{1/2}" X 11" paper and must show the property dimensions, all existing signs, their size (area, height, etc.), right-of-way lines, road edge and the location and size of any other important property characteristics, such as easements, utilities, structures, etc.
2. A minimum of two (2) copies of the rendering of the proposed sign(s) must also be submitted. Drawn to scale and showing all applicable dimensions. Drawings must be a minimum scale of one-inch (1") per one foot (1').

Sign Design & Materials (Only for VCA Districts - Section 18.16.060 of the Zoning Ordinance)

The use of materials such as wood, brass, vintage painting, and symbolic design are highly encouraged. Plastic or PVC may be used only for internally illuminated individual letters, logos or other message components provided their appearance (color, design, shape, etc.) contributes to the VCA district's intended traditional downtown design. Where any uncertainty exists, the proposed sign shall be referred to the planning commission for review and approval. Visual examples of these requirements are provided in Section 18.060.E of the Zoning Ordinance.

With the exception of illuminated individual letters, logos, or other message components as noted above all signs shall be constructed of two or more the following:

- Ceramic tile - painted or sandblasted
- Wood - carved or sandblasted
- Metal - formed, etched, cast, or engraved
- Brick or Stone - with recessed or raised lettering
- Matching or stylistically similar awnings and/or projecting signs.
- Composite Materials including Plastic, or PVC when used in combination with one of the above materials.

All signs shall have a clearly distinguishable dimensional effect to the sign. Individual letters, symbols, or logos shall be raised or recessed onto a different plane than the sign background. Flat one-dimensional signs shall be prohibited.

Sign colors shall be coordinated with other site elements including awnings and building façade. Neon colors shall be prohibited on all signs.

SIGNATURE:

The aforementioned information is true to the best of my knowledge:

APPLICANT'S SIGNATURE

DATE

PRINT OR TYPE NAME

PROPERTY OWNER'S SIGNATURE

DATE

The applicant agrees to operate and/or maintain the sign to the satisfaction of the City of Wixom and conforming to all City of Wixom Codes and Ordinances.

AN ISSUED PERMIT DOES NOT RELIEVE APPLICANT FROM MEETING ANY APPLICABLE LAW OR CONSTRUCTION CODE

Action by Department (Official use Only)

APPROVED_____

NOT APPROVED_____

ZONING DISTRICT_____

THE PROPOSED SIGN SQUARE FOOTAGE IS_____.

DISPOSITION (AND/OR CONDITION):_____

DATE:_____ By:_____