

VILLAGE OF DRYDEN
Zoning Department
5602 Main Street, P.O. Box 329, Dryden, MI 48428

PLANNING COMMISSION SIGN APPLICATION

1. Any person wishing to have signs presented to the Planning Commission for approval must have all necessary drawings and plans submitted to the Zoning Department at least **15** days prior to a meeting. The Planning Commission meets the third Tuesday of each month.
2. **REQUIREMENTS**
Each applicant shall submit three (10) copies of the signage drawings.
The information on the drawings shall contain the following items:
 - (a) location of proposed sign(s)
 - (b) height of proposed sign (s)
 - (c) dimensions of sign or signage area
 - (d) type of illumination
 - (e) type of construction material
3. When **all** of the above steps are completed, the signs will be checked for zoning compliance and scheduled on the next available Planning Commission agenda. **A representative must attend the meeting.**
4. After receiving approval, the sign permit application shall be obtained from the zoning dept. The permit fee must be paid before the sign is erected. All contractors must provide proof of insurance.
5. After installation, you must contact the Village Office for an inspection.
6. Applicant agrees to be responsible for any necessary repairs to the façade.

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NAME OF THE BUSINESS _____ DATE _____

ADDRESS OF THE PROPERTY INVOLVED _____

OWNER OF THE BUILDING (NAME, ADDRESS, PHONE) _____

SIGN CONTRACTOR _____ PHONE _____

ADDRESS OF THE SIGN CONTRACTOR _____

REASON FOR THE
REQUEST _____

APPLICANT'S NAME (PLEASE PRINT)

APPLICANT'S SIGNATURE

FOR VILLAGE USE ONLY

PC/AGENDA NO.
RECEIVED
CHECK NO./AMT.

ZONING DEPARTMENT APPROVAL

APPLICATION FOR SIGN PERMIT

VILLAGE OF DRYDEN

THIS **COMPLETED** INFORMATION FORM MUST ACCOMPANY PLANNING COMMISSION SIGN APPLICATION FORM IN ORDER TO BE PLACED ON THE AGENDA FOR APPROVAL.

Current Zoning District _____ Use _____

Unit frontage _____ Lot Frontage _____

Please state types of signs, dimensions, materials and if they are illuminated. All signs must be listed including window and directional signs. **Existing signs that will remain must be listed.**

	TYPE	DIMENSIONS (LENGTH, HEIGHT, DEPTH)	MATERIALS	ILLUMI- NATED?
GROUND	_____	L _____ H _____ D _____	_____	

WALL	_____	L _____ H _____ D _____	_____	

WINDOW	_____	L _____ H _____ D _____	_____	

OTHER	_____	L _____ H _____ D _____	_____	

OTHER	_____	L _____ H _____ D _____	_____	

EXISTING	_____	L _____ H _____ D _____	_____	

EXISTING	_____	L _____ H _____ D _____	_____	

VARIANCES RECEIVED (INCLUDING DATES) _____

FOR VILLAGE USE:

Date Received _____ Review Fee _____

Number of Copies Received** _____

Is application Complete _____ Yes _____ NO

Staff Reviewer _____

Staff Action _____ Approval

Permit Number: _____

_____ Approved with Conditions

Conditions: _____

Reason for Denial: _____

Zoning Department Approval

Date

FEE: \$50.00 Base