



Sign Permit/Temporary Event permit

Genoa Charter Township • 2911 Dorr Rd. • Brighton, MI 48116

Phone (810) 227-5225 • Fax (810) 227-3420 • www.genoa.org

PERMIT NO. _____

1. PROJECT INFORMATION			
Name of Business:		Site Address:	
2. OWNER/APPLICANT INFORMATION			
Owner Name:		Phone No.: <input type="checkbox"/>	
Owner Address:	City:	State:	Zip:
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Lessee <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Other:			
Applicant name:		Phone No.: <input type="checkbox"/>	
Applicant Address:	City:	State:	Zip:
3. SETBACK AND DIMENSIONAL INFORMATION			
A. <u>Ground Sign Setbacks and Dimensions (in feet)</u>			
Front Setback: (measured from the right-of-way line or private road easement, whichever is less)			
Sign Length: _____ feet		Sign Height: _____ feet	
B. <u>Wall or Canopy Sign Dimensions (in feet)</u>			
Size of Building or Tenant Space Façade:	Length: _____ feet	Height: _____ feet	
Size of Sign:	Sign Length: _____ feet	Sign Height: _____ feet	Sign Depth: _____ feet
C. <u>Temporary Sign/Tent Dimensions (in feet)</u>			
Front Setback: (measured from the right-of-way line or private road easement, whichever is less)		Tent square footage:	
Temporary Sign/Tent Sale for the following dates: _____ to _____			
D. <u>Sign Lighting</u>			
<input type="checkbox"/> Yes <input type="checkbox"/> No - If yes, please explain: _____			
4. ATTACHMENTS			
<input type="checkbox"/> For ground sign - attach 3 copies of site plan showing dimensions from sign to property lines; dimensions from sign to any right-of-way lines; dimensions of property; location of all roads adjacent to property; and location of any right-of-way or private road easements, sign dimensions and construction. <input type="checkbox"/> For wall sign – attach 3 copies of building elevation drawing showing front facade and include dimensions of the building or tenant space façade, sign dimensions and construction. <input type="checkbox"/> For tent sale – attach a Certificate of Flame Retardation for tent and 3 copies of site plan showing dimensions from tent to property lines, right-of-way lines, parking lot, and from any buildings. Also, if applicable, indicate the number of parking spaces utilized by the tent sale.			
5. SIGNATURE OF APPLICANT			
I hereby certify that all information attached to this application is true and accurate to the best of my knowledge. I 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 the authorized agent and agree to conform to all applicable ordinances of Genoa Township. I acknowledge that private covenants and restrictions are potentially enforceable by private parties.			
Signature of Applicant:		Printed Applicant name:	Date:
▽ FOR OFFICE USE ONLY ▽			
A. TOWNSHIP APPROVALS			
Planning Commission/ZBA		<input type="checkbox"/> Yes <input type="checkbox"/> No	Case #: _____
			Date: _____
B. ZONING APPROVAL			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Parcel I.D. #: _____	Zoning: _____
		Approved by: _____	Date: _____
Comments/Conditions:			
C. FEES			
Land Use: \$ _____	Total Paid: \$ _____	Date Paid: _____	Cash or Check No.: _____