



**Sign 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:
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**2. OWNER/CONTRACTOR INFORMATION**

Owner Name:	Phone No.: <input type="checkbox"/>		
Owner Address:	City:	State:	Zip:
Contractor name:		Phone No.: <input type="checkbox"/>	
Contractor Address:	City:	State:	Zip:

**3. SETBACK AND DIMENSIONAL INFORMATION**

**A. Ground Sign Setbacks and Dimensions (in feet)**

Front Setback: (measured from the right-of-way line or private road easement, whichever is less)

Sign Length: _____ feet	Sign Height: _____ feet
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**B. Wall or Canopy Sign Dimensions (in feet)**

Size of Building or Tenant Space Façade:	Length: _____ feet	Height: _____ feet	
Size of Sign:	Sign Length: _____ feet	Sign Height: _____ feet	Sign Depth: _____ feet

**C. Sign Lighting**

Yes  No - If yes, please explain: \_\_\_\_\_

**4. ATTACHMENTS**

- 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.
- 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.

**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. The owner and applicant agree to conform to all applicable ordinances of Genoa Township. Any modification to location, size or dimensions must be approved by Genoa Township. A Land Use Permit is valid for a period of 12 months from the date of issue. In signing this application, I am permitting an official representative of Genoa Charter Township to do on-site inspections. I acknowledge that private covenants and restrictions are potentially enforceable by private parties.

Applicant is:  Owner  Contractor  Lessee  Architect/Engineer  Other:

Signature of Applicant:	Printed Applicant name:	Date:
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**▽ FOR OFFICE USE ONLY ▽**

**A. TOWNSHIP APPROVALS**

Planning Commission/ZBA	<input type="checkbox"/> Yes <input type="checkbox"/> No	Case #:	Date:
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**B. ZONING APPROVAL**

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Parcel I.D. #:	Zoning:
Approved by:		Date:

Comments/Conditions:

Date picked up:

**C. FEES**

Land Use: \$	Total Paid: \$	Date Paid:	Cash or Check No.:
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# GENOA TOWNSHIP LAND USE PERMIT REQUIREMENTS



*Three copies of the construction plans (folded if large)*



*Three copies of the site or plot plan showing the following:  
dimensions of property; all roads adjacent to property, easements,  
wetlands, lakes and streams, all structures, existing or proposed  
wells, septic tanks and fields, dimensions from buildings to  
property line, dimensions of proposed building including building  
elevations (folded if large)*



*Completed Land Use Permit Application form*



*Completed Meter Form (New Construction Only)*

## **LAND-USE PERMIT FEES**

*(Payments accepted in check or cash only)*

Mass Grading .....	\$150.00
Commercial / Industrial.....	\$150.00*
Sign.....	\$75.00
Residential New Construction/Addition .....	\$75.00*
Accessory Building .....	\$50.00
Deck/Fence/Swimming Pool.....	\$50.00

*\*Where applicable, connection and meter fees will also be required at the time of land use permit issuance.*

**AFTER OBTAINING A LAND USE PERMIT,  
YOU MUST CONTACT THE LIVINGSTON COUNTY  
BUILDING DEPARTMENT AT (517) 546-3240  
TO PULL A BUILDING PERMIT.**

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