

CHARTER TOWNSHIP OF LANSING

3209 W. Michigan Avenue, Lansing, Michigan 48917

Phone: (517) 485-4063 Email: dptyclerk@lansingtownship.org

APPLICATION FOR TEMPORARY SIGN PERMIT

Date: _____

Only one temporary sign can be licensed per business per year. Permit may not exceed 90 days per calendar year and shall be issued for 30 consecutive days at a time. Permit cost is \$50 for every 30 days.

Please indicate the dates you will be using or have used the temporary sign this year:

1st 30 days: _____ - _____ 2nd 30 days: _____ - _____ 3rd 30 days: _____ - _____

Address of Temporary Sign: _____

Owner of Premises: _____

Address: _____ Phone: _____

Occupant of Premises: _____

Address: _____ Phone: _____

Owner of Sign: _____

Address: _____ Phone: _____

The following items must* be included in this sign application before it can be processed:

- This application form, fully completed
- Diagram showing sign face, dimensions, and materials
- Diagram or drawing showing where the sign will be placed on the property, including setback measurements
- Written and signed consent from the owner of the property
- Payment in full in the form of cash or check made out to Charter Township of Lansing

*Required by Chapter 102-5 of the Lansing Township Code of Ordinances

Approved By: _____ Permit No: _____ Fee Paid: _____

Applicant Signature

Applicant Name (Printed)