

APPLICATION FOR SIGN PERMIT - PAGE 1

Date: _____

Address of Sign Installation: _____

Owner of Premises: _____

Address: _____ Phone: _____

Occupant of Premises: _____

Address: _____ Phone: _____

Owner of Sign(s): _____

Address: _____ Phone: _____

Contractor or Erector: _____

Address: _____ Phone: _____

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

- Both pages of this application form, fully completed
- Plans and specifications which include all dimensions, materials, lighting, and construction details
- Cross-sectional views showing width measurement as well as attachment materials and methods
- Diagram or drawing showing where any signs will be placed on the property, including setback measurements for pole & ground signs
- Photos of existing signs and proposed changes
- Electrical permit, diagrams, and payment (if applicable)
- 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)

CHARTER TOWNSHIP OF LANSING
APPLICATION FOR SIGN PERMIT - PAGE 2

Sign ID	Type of Sign	Type of Action	Sign Dimensions (decimal inches)	Total Sq. Footage (decimal feet)	Sign Fee 100+(1.5*S.F.)
A	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
B	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
C	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
D	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
E	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
F	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
G	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
H	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
I	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
J	Wall ___ Pole ___ Ground ___	New Install ___ Alteration ___ Repair ___	Length _____. Height _____. _____	_____ Sq. Ft.	\$_____.
Fee per sign is \$100 + \$1.50 per square foot				TOTAL: \$_____	

Attach required documents for each sign to this application (identify each by sign ID)

CHARTER TOWNSHIP OF LANSING
APPLICATION FOR SIGN PERMIT - PAGE ___

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Fee per sign is \$100 + \$1.50 per square foot

TOTAL: \$_____.

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