



|                      |
|----------------------|
| Fee: \$125           |
| Date Rec'd: _____    |
| Application #: _____ |
| Meeting Date: _____  |

**City of Flint**  
**Planning & Zoning Department**  
**1101 S Saginaw Street Room S105, Flint, MI 48502**  
**Phone: (810)766-7426**  
[www.cityofflint.com/department/planning-and-zoning/](http://www.cityofflint.com/department/planning-and-zoning/)

| Application for Sign Permit   |  |                              |  |                             |
|---|--|------------------------------|--|-----------------------------|
| <b>Property Address &amp; Parcel ID Numbers</b>   | Property or Street Address:  |                              |  |                             |
|   |  |                              |  |                             |
|   | Parcel I.D. Number(s):   |                              |  |                             |
|   |  |                              |  |                             |
| Zoning District:  |  |                              |  |                             |
| <b>Project Description</b>  |  |                              |  |                             |
|   |  |                              |  |                             |
|   |  |                              |  |                             |
|   | Does project involve Specially Designated Merchant License, Specially Designated Distributor License, or other liquor license? |                              | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| Are there any easements on the property?  |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |                             |
| <b>Applicant</b><br><i>(Must have a legal interest in the property)</i>                         | Name:  |                              |  |                             |
|   |  |                              |  |                             |
|   | Firm:  |                              |  |                             |
|   |  |                              |  |                             |
|   | Address:   |                              |  |                             |
|   |  |                              |  |                             |
|   | City:  |                              |  |                             |
|   |  |                              |  |                             |
|   | State:   |                              | Zip Code:  |                             |
|   | Phone:   |                              | Email:   |                             |
|   | <input type="checkbox"/> Own the property  |                              |  |                             |
|   | <input type="checkbox"/> Lease the property, if so what is term of lease?  | Years:                       | W/ options? <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |
| <input type="checkbox"/> Have offer to purchase property (attach purchase agreement)            |  |                              |  |                             |
| <input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.) |  |                              |  |                             |
| Applicant Signature:  |  |                              |  |                             |
|   |  |                              |  |                             |

|  |   |  |           |  |
|--|---|--|-----------|--|
| <b>Primary Contact</b><br><input type="checkbox"/> Same as applicant | Name:   |  |           |  |
|  | Firm:   |  |           |  |
|  | Address:  |  |           |  |
|  | City:   |  |           |  |
|  | State:  |  | Zip Code: |  |
|  | Phone:  |  | Email:    |  |
|  | Relationship to Applicant (e.g., architect, attorney, contractor, etc.) |  |           |  |
| <b>Property Owner</b><br><input type="checkbox"/> Same as applicant  | Name:   |  |           |  |
|  | Firm:   |  |           |  |
|  | Address:  |  |           |  |
|  | City:   |  |           |  |
|  | State:  |  | Zip Code: |  |
|  | Phone:  |  | Email:    |  |
|  | Relationship to Applicant (e.g., architect, attorney, contractor, etc.) |  |           |  |

Please note:  
**The non-refundable fee made payable to the City of Flint must accompany your application.**

| Sign Permit Requirements ( <a href="#">Section 50.15.03.B</a> )  |     |    |     |          |
|--|-----|----|-----|----------|
| Requirements   | Yes | No | N/A | Comments |
| 1. Plans and specifications showing the location on the lot or building and the method of construction, illumination and support of such sign.                                     |     |    |     |          |
| 2. A scale drawing showing sign faces, exposed surfaces and the proposed lettering and design accurately represented as to size, area, proportion and color.                       |     |    |     |          |
| 3. Photographs of the street sides of the property in question, showing all existing signs on the property.  |     |    |     |          |
| 4. A calculation of the total amount of sign area presently existing on the property.  |     |    |     |          |
| 5. The applicant's attestation that the sum of the areas of the requested sign or signs and the existing signs does not exceed the maximum allowed by the provisions of this Code. |     |    |     |          |
| 6. Sign installation and landscaping must be completed within one (1) year following issuance of a sign permit.  |     |    |     |          |

**OFFICIAL USE ONLY**

I hereby certify that I have reviewed the plans for the purpose of zoning compliance only, not for construction.

Address & PID \_\_\_\_\_

Zoning Compliance Certificate:    Approved \_\_\_\_\_                      Approved as noted \_\_\_\_\_                      Denied \_\_\_\_\_

Comments / Reasons for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning Official \_\_\_\_\_

Date \_\_\_\_\_

## Sign Permit Review Checklist

|                    |  |
|--------------------|--|
| Applicant          |  |
| Address            |  |
| Parcel ID          |  |
| Application Number |  |

| <u>Section 50.15.04</u><br>General Standards   |     |    |     |          |
|--|-----|----|-----|----------|
|  | Yes | No | N/A | Comments |
| <b>Section 50.15.04.a Message Substitution</b><br>– Is the commercial sign being replaced with a non-commercial sign?  |     |    |     |          |
| <b>Section 50.14.04.b Illumination</b> – Does the proposed illumination comply with this section?  |     |    |     |          |
| <b>Section 50.14.04.c Landscaping</b> – Does the proposed sign comply with this standard?  |     |    |     |          |
| <b>Section 50.14.04.d Minimum Elevations of Certain Signs</b> – Does the proposed awning, canopy, projecting, marquee or billboard sign meet this requirement? |     |    |     |          |
| <b>Section 50.14.04.e Obstruction of Access Ways</b> – Does the proposed sign comply?  |     |    |     |          |
| <b>Section 50.14.04.f Obstruction of Window Surface</b> – Does the proposed sign comply?   |     |    |     |          |
| <b>Section 50.14.04.g.1 Confusion with Traffic Signals</b> – Does the proposed sign comply?  |     |    |     |          |
| <b>Section 50.14.04.g.2 Corner Visual Clearance</b> – Does the proposed sign comply?   |     |    |     |          |
| <b>Section 50.14.04.h Signs in Rights-of-Way</b> – Does the proposed sign comply?  |     |    |     |          |
| <b>Section 50.14.04.i Signs on Lots with Multiple Users</b> – Does the proposed sign comply?   |     |    |     |          |
| <b>Section 50.14.i Pornographic Content</b> – Does the proposed sign comply?   |     |    |     |          |
| <b>Section 50.14.04.m Clear Vision Area</b> – Does the proposed sign comply?   |     |    |     |          |
| <b>Section 50.14.04.n General Safety</b> – Does the proposed sign comply?  |     |    |     |          |

| Please specify the classification of proposed signage ( <a href="#">Section 50.15.05</a> )<br>Functional Types |                   |                      |
|--|-------------------|----------------------|
| Attention-getting Device   | Governmental Sign | Private Warning Sign |
|  |                   |                      |

| Signs<br>Article 15      |                 |           |                  |                |          |
|--------------------------|-----------------|-----------|------------------|----------------|----------|
| Use type                 | Zoning District | Sign Type | Max Display Area | Maximum Height | Setbacks |
| <b>Sign 1</b>            |                 |           |                  |                |          |
| <b>Sign Requirements</b> |                 |           |                  |                |          |
| <b>Sign 2</b>            |                 |           |                  |                |          |
| <b>Sign Requirements</b> |                 |           |                  |                |          |
| <b>Sign 3</b>            |                 |           |                  |                |          |
| <b>Sign Requirements</b> |                 |           |                  |                |          |
| <b>Sign 4</b>            |                 |           |                  |                |          |
| <b>Sign Requirements</b> |                 |           |                  |                |          |

| Article 15   |     |    |     |          |
|--|-----|----|-----|----------|
|  | Yes | No | N/A | Comments |
| <b>Section 50.15.12 Planned Sign Program</b><br>– Does the proposed sign comply? |     |    |     |          |
| <b>Section 50.15.13 Classic Signs</b> – Does the proposed sign comply?           |     |    |     |          |
| <b>Section 50.15.14 Temporary Signs</b> – Does the proposed sign comply?         |     |    |     |          |
| <b>Section 50.15.15 Nonconforming Signs</b><br>– Does the proposed sign comply?  |     |    |     |          |