



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/

Application for Sign Permit				
Property Address & Parcel ID Numbers	Property or Street Address:			
	Parcel I.D. Number(s):			
Zoning District:				
Project Description				
	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
Applicant <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:				

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

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 Requirements [50-169 B.](#) – Applicant Checks off Items

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.				

Applicant’s Attestation – 50-169 B. 5.

The applicant attests 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.

Applicant Signature

Date

Sign Permit Review Checklist
Applicant Completes Items Below

Applicant	
Address	
Parcel ID	
Application Number	

General Standards – Section 50-170				
	Yes	No	N/A	Comments
Section 50-170 A. Message Substitution – Is the commercial sign being replaced with a non-commercial sign?				
Section 50-170 B. Illumination – Does the proposed illumination comply with this section?				
Section 50-170 C. Landscaping – Does the proposed sign comply with this standard?				
Section 50-170 D. Minimum Elevations of Certain Signs – Does the proposed awning, canopy, projecting, marquee or billboard sign meet this requirement?				
Section 50-170 E. Obstruction of Access Ways – Does the proposed sign comply?				
Section 50-170 F. Obstruction of Window Surface – Does the proposed sign comply?				
Section 50-170 G. 1. Confusion with Traffic Signals – Does the proposed sign comply?				
Section 50-170 G. 2. Corner Visual Clearance – Does the proposed sign comply?				
Section 50-170 H. Signs in Rights-of-Way – Does the proposed sign comply?				
Section 50-170 I. Signs on Lots with Multiple Users – Does the proposed sign comply?				
Section 50-170 L. Pornographic Content – Does the proposed sign comply?				
Section 50-170 M. Clear Vision Area – Does the proposed sign comply?				
Section 50-170 N. General Safety – Does the proposed sign comply?				

Functional Types		
Attention-getting Device	Governmental Sign	Private Warning Sign
Prohibited in All Districts See 50-173 for details.	Allowed without a Permit See 50-172 for details.	Allowed without Permit See 50-172 for details.

Signs					
Article 15 – 50-169 B. 4.					
Include all existing and proposed signage					
Use type	Zoning District	Sign Type	Max Display Area	Maximum Height	Setbacks
Sign 1					
Sign Requirements					
Sign 2					
Sign Requirements					
Sign 3					
Sign Requirements					
Sign 4					
Sign Requirements					

Article 15				
	Yes	No	N/A	Comments
Section 50-178 Planned Sign Program – Does this section apply? (\$1,002 fee)				
Section 50-179 Classic Signs – Does this section apply?				
Section 50-180 Temporary Signs – Does this section apply?				
Section 50-181 Nonconforming Signs – Does this section apply?				