



Office of Planning and Zoning  
 420 N Front Street  
 P O Box 395  
 Suttons Bay, MI 49682  
 231-271-3051 or 231-392-5828  
[zoning@suttonsbayvillage.org](mailto:zoning@suttonsbayvillage.org)

**SIGN PERMIT APPLICATION**

Application Fee \$50.00: Check \_\_\_\_\_ CC \_\_\_\_\_ Cash \_\_\_\_\_ Receipt # \_\_\_\_\_

Project Address \_\_\_\_\_

Parcel ID# 45-043- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning District \_\_\_\_\_

Authorized Agents Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Business Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**PROPOSED SIGN(S)**

Type and Dimension - width / length / height of Sign(s):

Freestanding \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SQ. Ft. \_\_\_\_\_ Monument \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SQ. Ft. \_\_\_\_\_

Projecting \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SQ. Ft. \_\_\_\_\_ Wall \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SQ. Ft. \_\_\_\_\_

Ground \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SQ. Ft. \_\_\_\_\_ Awning/Canopy \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SQ. Ft. \_\_\_\_\_

Dimensional setback from property line(s) \_\_\_\_\_ MDOT Permit(if applicable) Yes No

If applicable, type of external illumination \_\_\_\_\_

A site plan and elevation depicting the location and size of sign must be provided. (Please attach)

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of property owner \_\_\_\_\_ Date \_\_\_\_\_

OFFICIAL USE ONLY: Date Received \_\_\_\_\_ Approved By \_\_\_\_\_