

**City of Portland**  
**APPLICATION FOR SIGN PERMIT**  
**259 Kent St. Portland MI 48875**  
**Telephone 517-647-2935 Fax 517-647-2940**

**FEE \$25.00**

Date: \_\_\_\_\_

Property Owner Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Business Owner Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Address or legal description of property on which sign is to be installed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business name to which sign relates: \_\_\_\_\_

Type of sign: \_\_\_ Ground \_\_\_ Monument \_\_\_ Wall \_\_\_ Pole \_\_\_ Other: \_\_\_\_\_

Total display area of sign (sq ft): \_\_\_\_\_

Distance of sign from right of way: \_\_\_\_\_

Sign Height: \_\_\_\_\_ Sign Width: \_\_\_\_\_

Height and width of building to be served: \_\_\_\_\_

Sign reads: \_\_\_\_\_  
\_\_\_\_\_

Sign Installers Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Electrical Installers Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please fill out application and return to the above address. Please include the following with the application:

1. Drawing of lot indicating location of proposed sign(s). Include distances from R.O.W. and lot lines, with lot dimensions.
2. Drawing of all signs showing height, width, content, and distance from bottom of sign to the ground.
3. Height and width of building (If applying for a wall mounted sign).

Signature of applicant: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_