

**CITY OF TRAVERSE CITY**  
**APPLICATION FOR**  
**SIGN PERMIT**

\* Master Signage Plan Required (see reverse side)

Date of Application: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Site Address: \_\_\_\_\_ Tax ID# \_\_\_\_\_  
Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_

Type of use on parcel (circle one): Commercial, Industrial, Institutional, Recreational, Residential

Existing signage on parcel:	Freestanding:	_____ s.f.	_____ ht. above grade
	Wall/Awning:	_____ s.f.	_____ ht. above grade
	Projecting/Suspended:	_____ s.f.	_____ ht. above grade
	Illumination: Internal	_____ External _____	None _____
New signage on parcel:	Freestanding:	_____ s.f.	_____ ht. above grade
	Wall/Awning:	_____ s.f.	_____ ht. above grade
	Projecting/Suspended:	_____ s.f.	_____ ht. above grade
	Illumination: Internal	_____ External _____	None _____
Total sign area allowed:	Freestanding:	_____ s.f.	
	Wall/Awning:	_____ s.f.	
	Projecting/Suspended:	_____ s.f.	

I agree to perform the work described herein in accordance with the plans and/or specifications submitted and with all provisions of the Sign Ordinance, Building Code and other applicable regulations of the City of Traverse City.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval: \_\_\_\_\_  
                  Planning/Zoning

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

Total Paid \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

*The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.*

**1476.10 MASTER SIGNAGE PLAN**

- (a) **Plan Required.** No permit shall be issued for an individual sign unless a Master Sign Plan for the site upon which the sign is to be erected has been submitted to and approved by the Zoning Administrator as conforming with this ordinance. No sign shall be erected on any site unless it is shown on an approved Master Sign Plan.
  
- (b) **Submittal Requirements.** A Master Sign Plan submitted for approval shall include the following:
  - (1) An accurate site plan, drawn to scale, showing the proposed location of each freestanding sign and the location of all buildings and driveways on the parcel.
  - (2) An accurate elevation of each building wall intended to accommodate a sign, including window signs, showing the location, dimensions and height of each sign above grade level.
  - (3) A computation of the area of each sign on the parcel.
  - (4) An illustration depicting each proposed sign, its size and proportions, color scheme, construction material and type of illumination.
  
- (c) **Amendment.** A Master Sign Plan may be amended by filing a new plan which conforms with all of the requirements of the Sign Ordinance.
  
- (d) **Binding Effect.** Upon approval of a Master Sign Plan, no sign shall be erected, placed, painted, attached or maintained, except as shown on such plan and a violation of the approved plan may be enforced in the same manner as any provision of this ordinance. In the case of a conflict between the provisions of the Master Sign Plan and any other provision of the Sign Ordinance, the Ordinance shall control.