



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

CITY OF ALPENA

APPLICATION FOR SIGN PERMIT

\*See page four of this form for requirements for sign permit. Permit will only be issued after all application requirements are met.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant is (check where appropriate) \_\_\_\_\_ Property Owner \_\_\_\_\_ Sign Owner
\_\_\_\_\_ Tenant \_\_\_\_\_ Prospective Owner \_\_\_\_\_ Sign Erector
\_\_\_\_\_ Other (specify) \_\_\_\_\_

\*If applicant is other than property owner, said owner's signature below will hereby grant consent for sign described herein to be erected on vacant land.

( \_\_\_\_\_ applicable \_\_\_\_\_ not applicable)

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_

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

Sign Location (address) : \_\_\_\_\_

Description and Size of Existing Sign(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Proposed Sign Type: \_\_\_\_\_ Proposed Intent (circle one):
erect alter repair

Size: \_\_\_\_\_ Display Area: \_\_\_\_\_

Height above Sidewalk or Grade: \_\_\_\_\_ Weight: \_\_\_\_\_

Distance Projecting from Building Face: \_\_\_\_\_

Distance Projecting past Property Line: \_\_\_\_\_

Construction (type of materials): \_\_\_\_\_

Sign Face is (check one): \_\_\_\_\_ Combustible \_\_\_\_\_ Non-combustible

Wording: \_\_\_\_\_

How Sign will be Supported: \_\_\_\_\_

Type of Illumination and Source: \_\_\_\_\_

\*If illuminated, compliance with City Electrical Code is required.\*

Name of person, firm or corporation erecting, altering or repairing sign:
\_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City License Number: \_\_\_\_\_

I, the undersigned applicant, hereby affirm the information submitted herein to be accurate.

\_\_\_\_\_ Date \_\_\_\_\_
Applicant Signature

## **SIGN PLOT PLAN**

Indicate the following on drawing below:

1. Shape of lot.
2. Property line dimensions.
3. Adjacent streets.
4. Position of building(s) on lot.
5. Position of sign(s) on building.

6. License for Sign Erectors.
  - a. Every person, firm or corporation engaged in the business of erecting or installing signs for which permits are required by this Article shall obtain a license, hereinafter referred to as a sign erector's license, from the City Clerk to conduct such operation.
  - b. The sign erector's license shall be renewed annually on or before May 1st of each year.
  - c. A fee for sign erector's licenses shall be established by resolution of the City Council. A fee shall be paid to the City Clerk for each sign erector's license and each renewal of a sign erector's license.
7. Sign Erector's and Owner's and User's Insurance. Each licensed sign erector and each owner or user of any sign shall file with the City Clerk evidence of insurance covering the licensed sign erector and owner or user of said sign, containing a three (3) day notice of cancellation clause for the City. The insurance of the sign erector shall include coverage for workmen's compensation and public liability in the minimum amount of \$100,000.00/\$200,000.00 and property damage in the minimum amount of Ten Thousand Dollars (\$10,000.00). The insurance of the owner or user of said sign shall include coverage for public liability in the minimum amount of \$100,000.00/\$200,000.00 and property damage in the minimum amount of Ten Thousand Dollars (\$10,000.00). Failure to maintain and continue such insurance by the sign erector shall automatically suspend his license, and shall further subject the said sign erector to penalties provided herein for the violation of this Article. Failure to maintain and continue such insurance by the owner or user of said sign shall constitute a violation of this sign article and subject the owner or user of said sign to the penalties provided herein for the violation of this Article.
8. Lapsing of Insurance. At any time the insurance or any sign erector is permitted to lapse, his license shall automatically be revoked.
9. Revoking of Licenses. The City Manager shall revoke the license of any sign erector who does not comply with requirements of this article.
10. Application for Sign Permit. Applications for permits shall be made upon forms provided by the Building Inspector and shall contain or have attached thereto the following information:
  - a. Name, address and telephone number of the applicant.
  - b. Location of building, structure or lot to which the sign or other advertising structure is to be attached or erected.
  - c. Position of the sign or other advertising structure in relation to nearby buildings or structures (Show on Plot Plan).

- d. Two (2) blue prints or drawings of the plans and specifications and methods of construction and attachment to the building or in the ground.
- e. Copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinance of the City. Provided, further, that where the Building Inspector deems it advisable, may require the approval of the structural design by a registered architect or engineer.
- f. Name of person, firm, corporation or association erecting structure.
- g. Written consent of the owner where the sign is to be erected on vacant land.
- h. In all cases where wiring is to be used in connection with the structure, it shall comply with the National Electrical Code. The Electrical Inspector shall approve and affix his signature to said permit.
- i. Insurance policy or bond as required by Section 7.
- j. Such other information as the Building Inspector shall require to show full compliance with this and other Ordinances of the City. (See k).
- k. Plot Plan (use 2<sup>nd</sup> page of this form).