



# ANTWERP TOWNSHIP APPLICATION FOR SIGN PERMIT

Please request a copy of the "Sign Permit Information and Procedures" sheet for assistance in completing this form.

**Applicant Name:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate, and that the sign(s) subject to this permit shall be installed as described hereon, in conformance with the Zoning Ordinance.

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

**Applicant is the:** ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Sign Contractor/Other

Property Owner's Name (if different from applicant): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Project Location or Address:** \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Zoning: \_\_\_\_\_ Current/Proposed use of the property: \_\_\_\_\_

**Sign Information** – attach additional sheets if necessary. Please provide sign architectural/elevation drawings from the sign designer/contractor for new pylon/ground signs and new wall signs.

## **PYLON AND GROUND SIGNS** (one pylon or one ground sign permitted per lot)

Overall height: \_\_\_\_\_ Setback from property lines: \_\_\_\_\_

Dimensions of Sign (not including support) Height: \_\_\_\_\_ Width: \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Illumination (Separate electrical permit required): Internal ☐ External ☐ None ☐

Dimensions of reader board/electronic display, if provided: \_\_\_\_\_

**WALL SIGNS:** How many: \_\_\_\_\_ Dimensions of each wall sign (list separately) 1) \_\_\_\_\_ x \_\_\_\_\_

2) \_\_\_\_\_ x \_\_\_\_\_ 3) \_\_\_\_\_ x \_\_\_\_\_ Total of all wall signs (sq. ft.) \_\_\_\_\_

Illumination (Separate electrical permit required): Internal ☐ External ☐ None ☐

## **COMMERCIAL EVENT/SPECIAL EVENT SIGNS**

Sign type (describe): \_\_\_\_\_ No. requested: \_\_\_\_\_

Proposed dates for display: \_\_\_\_\_

Locations of off-site special event signs: \_\_\_\_\_

Dimensions: Area \_\_\_\_\_ sq. ft. Height: \_\_\_\_\_ ft.

Number of Commercial Event or Special Event permits so far during this calendar year (circle one) 1 2 3 4

**OTHER SIGN TYPES REQUIRING A PERMIT:** List: \_\_\_\_\_

Attach a separate sheet describing the sign(s), including type, area, height and location; also complete plot plan on Page 2.

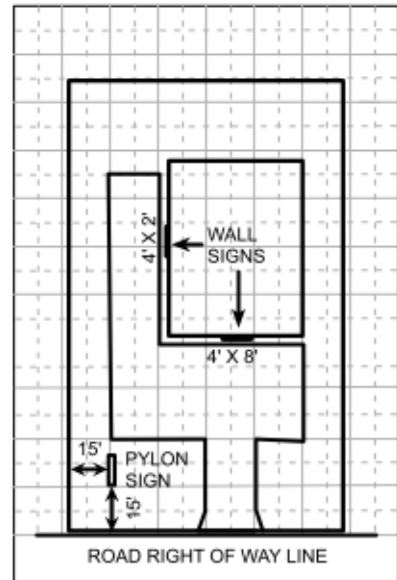
**Applicants must also complete and submit the Plot Plan on Page 2 of this application**

# PLOT PLAN

(A site plan on a separate sheet may be provided in lieu of this plot plan, provided that all necessary information is shown on the site plan)

**ROAD RIGHT OF WAY LINE**  
(add second ROW line if lot is a corner lot)

## EXAMPLE



## DIRECTIONS

1. Sketch the major features of the property – lot lines, buildings, parking area, etc. – on the grid at left. The sketch should provide a good description of the layout on the lot, but does not have to be to scale. (see example above)
2. Indicate the location of all proposed signs
3. Roughly indicate the locations of wall signs and include dimensions of each.
4. Show setback from nearest property lines to any proposed pylon or ground sign.

**Applicant Name:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**FOR MORE INFORMATION:** Request the Sign Permit Information and Procedures Sheet, available at the Township Hall, 24821 Front Ave., Mattawan, (269) 668-2615, or at [www.antwerptownship.com](http://www.antwerptownship.com); or contact the Zoning Administrator at (616) 540-1794 or [hcplanning@outlook.com](mailto:hcplanning@outlook.com)

### TO BE COMPLETED BY TOWNSHIP

Date application and fee received and accepted: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Date sent to Zoning Administrator \_\_\_\_\_

ZA Decision (circle one) ☐ Approved ☐ Denied ZA Signature \_\_\_\_\_

Date: \_\_\_\_\_ Comments/conditions (if any) \_\_\_\_\_