



# Charter Township of Garfield

## Grand Traverse County

3848 VETERANS DRIVE  
TRAVERSE CITY, MICHIGAN 49684  
PH: (231) 941-1620 • FAX: (231) 941-1588

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### SIGN PERMIT APPLICATION

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Incomplete applications will be returned to applicant

#### 1. Property Owner

#### Applicant information

Owner: \_\_\_\_\_

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

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

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

City, State, Zip Code \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Phone Numbers \_\_\_\_\_

#### 2. Property Information:

a. Property Address: \_\_\_\_\_

b. Business Name: \_\_\_\_\_

c. Lot # \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

d. Parcel ID# 28-05- \_\_\_\_\_

e. Current Zoning: \_\_\_\_\_

f. Current Use: \_\_\_\_\_

g. Road Frontage: \_\_\_\_\_

h. Development Approval (PUD etc): \_\_\_\_\_

i. List any signs currently located on the parcel: \_\_\_\_\_

**3. Sign Type:**

Free Standing \_\_\_\_\_ Single Face \_\_\_\_\_ Double Face \_\_\_\_\_ Wall Sign \_\_\_\_\_  
Temporary Sign \_\_\_\_\_ Development Sign \_\_\_\_\_ Electronic LED \_\_\_\_\_  
(see #6 below)  
Home Occupation: \_\_\_\_\_ Billboard: \_\_\_\_\_ Other (please explain): \_\_\_\_\_

**4. Sign Material:** \_\_\_\_\_

**5. Sign Illumination:**

Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_

\*Illuminated and/or electronic signs may also require a permit from Grand Traverse County Electrical Permitting office. Please contact them at 231.995.6049.

**6. Sign Measurements:**

Overall Height \_\_\_\_\_ Area (SF) \_\_\_\_\_

Support Type \_\_\_\_\_ Existing Sign Support / Frame size \_\_\_\_\_

\* Required: detailed sketch of the parcel with dimensions, proposed signage and its location on the parcel (setbacks & relation to buildings).

**7. ELECTRONIC SIGN (LED etc.):**  
**Please be advised that the property owner must sign this statement of acknowledgment should the application be for an electronic sign.**  
The undersigned affirms that he/she or they is (are) the owner of the business and have reviewed the electronic changeable sign limitations of the Garfield Township Zoning Ordinance, and understand the prohibitions of scrolling text, streaming graphics, videos, once per hour change rate and all regulations associated with electronic signs.

\_\_\_\_\_  
Owner signature \_\_\_\_\_  
Date

**Affidavit:**

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, and that the answers and statements herein contained and the information submitted are in all respects true and correct.

\_\_\_\_\_  
Owner signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Applicants signature \_\_\_\_\_  
Date