

**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 # \_\_\_\_\_

**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.