

**CITY OF CHEBOYGAN, MICHIGAN  
SIGN PERMIT APPLICATION**



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

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

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

**OFFICE USE ONLY:**

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

\*Fee Received: \_\_\_\_\_

(\*fee = \$60.00 – subject to change)

Email: \_\_\_\_\_

**PROPERTY OWNER'S NAME AND ADDRESS** *(if not the applicant)*

Name: \_\_\_\_\_

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

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICANT'S CAPACITY IF NOT PROPERTY OWNER** *(check one):*

Contractor/Builder          Renter/Tenant          Other: \_\_\_\_\_

**Address of the Property for the sign:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Zoning District of the Property:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Sign Type** *(check one):*      Ground      Pole      Wall      Two-Sided      Banner  
                                         Temporary      Other \_\_\_\_\_

*(Banners and other temporary signs are 30-day issuance pursuant to Section 154: Article 12 of City Zoning Ordinance)*

**Location of Property:**

*Attach a map showing the location of the property showing the adjacent properties. Also, include an aerial photo of the property. These photos are available on the County Assessors website.*

**Location of the Sign:**

*Attach a drawing (s) showing the location of the sign, dimensions of the sign, structural supports, and color photo of the new sign from the installer. Please provide descriptions of other signage on the property and their dimensions and square footage. Please provide photos of existing signs.*

I agree the statements made above are true, and if not found to be true, any permit that may be issued may be voided. Further, I agree to comply with the conditions and regulations provided in the City's Sign Ordinance. I agree to give permission for officials of the City of Cheboygan to enter the subject property for inspection purposes.

**Signed:** \_\_\_\_\_

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

**When completed return to:**  
Zoning Administrator/City of Cheboygan  
403 N. Huron Street, PO Box 39  
Cheboygan, MI 49721

*(For questions, please contact the City of Cheboygan at 231-627-9931)*

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On this date, I certify that the sign permit application is complete and that all required documents have been submitted. The application, as presented, is approved.

\_\_\_\_\_

Zoning Administrator

\_\_\_\_\_

Date

Comments:

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## Zoning/Planning Fee Schedule

Zoning Permit (Residential)	\$60.00
(Commercial)	\$120.00
Sign Permit	\$60.00
Shed/Fence Permit	\$60.00
Burn Permit	\$25.00
Sidewalk Café/Outdoor Seating Permit	\$60.00
Parcel Split/Combination*	\$200.00
Variance Application*	\$450.00
Site Plan Review (Single/Two Family)*	\$100.00
Site Plan Review (No Public Hearing)*	\$350.00
Site Plan Review (Public Hearing)*	\$450.00
Zoning Text or Map Amendment*	\$450.00
Re-Zoning Application*	\$450.00
Special Use Permit*	\$450.00
Drainage Plan Review*	\$275.00
Alley/Street Vacation*	\$450.00
Subdivision Review*	\$1,000.00
Stormwater Flow Control Permit*	\$275.00
Work In Right-a-Way Permit*	\$150.00
Additional Visits	\$75.00
Roadway Restoration Inspection*	\$150.00
Additional Visits	\$75.00

\* The City of Cheboygan reserves the right to hire outside consultants to review projects or plans when the necessary technical expertise is not available on staff. The costs of the outside technical assistance will be passed onto the applicant.