

**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 (circle 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 (circle 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)

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:

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.