

VILLAGE OF OXFORD
Building Department
22 West Burdick, P.O. Box 94
Oxford, MI 48371-0094
248-628-2543



SIGN PERMIT APPLICATION

Application is hereby made for a permit to **INSTALL/ALTER** a sign on the following property:

1. Application and Review fees must be included with application
2. Two (2) sets of plan are required – per Chapter 4 (Sign Ordinance).

LOCATION: _____ Sidwell# _____

Name of Business: _____

Name of Business Owner: _____ Owner Phone: _____

Contractor Name: _____ License/Expiration date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Applicant's Signature: _____

Type of Sign (Fill in Only Those that Apply)

GROUND _____ Sign Area: _____ Height: _____
(not including base or supports) (including base or supports)

WALL _____ Sign Area: _____ Linear Width of Storefront or Building Frontage _____
Area of any existing or proposed projecting signs: _____

WINDOW _____ Sign Area: _____ Dimensions of window(s) _____

PROJECTING _____ Sign Area: _____ Area of any existing or proposed wall signs: _____

MARQUEE _____ Sign Area: _____

****PLEASE NOTE THAT MARQUEE SIGNS REQUIRE PLANNING COMMISSION APPROVAL****

TEMPORARY BANNER _____ Sign Area: _____ Proposed dates of display: _____

A-FRAME _____ Sign Area: _____ Height: _____ Materials: _____

SPECIAL LAND USE

Special Land Use approval is required for proposed signs that do not meet the specific requirements of the Ordinance. Special Land Use requires Planning Commission approval after a public hearing.

Do you wish to apply for Special Land Use approval? No Yes

ADDITIONAL REQUIREMENTS

- Attach a drawing of the location of the sign(s) on the building and/or site.
- Attach a picture of the proposed design of the sign (placeholders may be used if content has not yet been determined).
- All permanent signs must be approved by the Building Department prior to installation.
- Inspection will be required when installation is complete. Contact Village of Oxford to schedule the inspection.

FEES

Application Fee	\$15
Permit Fee per sign.....	\$85
Contractor Registration Fee	\$15
Special Land Use Fee (if needed)	\$300
Public Hearing Fee (for SLU)	\$150
PC Design Approval	\$150
(for internally illuminated signs)	

TOTAL FEES: _____

FOR VILLAGE USE ONLY

_____ 1. Distribute plans to Planner

_____ 2. Receive Decision Form from Planner

_____ 3. Sign Permit Issued to Applicant

_____ 4. If Design Review or Special Use is Required:

- Planning Commission Meeting Date: _____
- Notice for Public Hearing (Special Use Only)
- Receive Review from Planner
- Planning Commission Decision: _____
- Sign Permit Issued

NOTES
