

**Village of Kalkaska  
Sign Permit**

**Permit #** \_\_\_\_\_  
**Permit Fee Paid** \_\_\_\_\_

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Business Name (DBA)</b>      | <b>Sign Vendor</b>                 |
| <b>Business Street Address</b>  | <b>Sign Vendor Mailing Address</b> |
| <b>Business Mailing Address</b> | <b>Sign Vendor Phone</b>           |
| <b>Business Phone</b>           | <b>Sign Vendor Fax</b>             |
| <b>Contact Person</b>           | <b>Contact Person</b>              |

**Current Zoning:** Check one

**R-1**  **R-1A**  **R-2**  **R-3**  **R-4**  **COM**  **IND**

**Type of Sign Requested:** Check one

Free Standing       Identification       Wall       Marquee  
 Business Center       Other       Temporary

1. **Attach an accurate drawing of the sign and the location/property on a separate sheet(s) of paper. Drawing must include:**
  - A. **Sign Dimensions (height, width, distance from ground, placement on wall)**
  - B. **Dimensions of Wall where sign will be placed (wall signs only)**
  - C. **Dimensions of the property where the sign will be placed**
  - D. **Wording and or design to be placed on the sign**
  - E. **All graphics and or logos to be used**
  - F. **Any/all lighting used within or to light sign**
2. **Sign supports must be wholly on private property.**
3. **Flashing illumination is prohibited.**
4. **Signs may not project into right-of-way without the approval of the village and/or MDOT.**
5. **Issuance of this sign permit does not in any way convey or imply the village's approval or opinion as to the engineering soundness or safety of any sign or support design. The design and erection of the sign is the sole responsibility of the permit holder.**

Date \_\_\_\_\_ **Signature Of Vendor/Applicant** \_\_\_\_\_

Date \_\_\_\_\_ **Signature of Village Manager or Designee** \_\_\_\_\_

**Final Inspection and Approval**

Date \_\_\_\_\_ **Signature of Village Manager or Designee** \_\_\_\_\_