

Return to:  
 City Hall  
 Community Development Office  
 300 W. Baraga Ave  
 Marquette, MI 49855



## CITY OF MARQUETTE SIGN PERMIT APPLICATION

<b>CITY STAFF USE</b>	
<b>FEE \$137 (Sidewalk sign only – fee \$84)</b>	FILE #: _____
RECEIPT #: _____	CHECK #: _____
RECEIVED BY & DATE: _____	
COMMENTS: _____	
_____	
_____	
SIGNATURE: _____	
DATE: _____	
TITLE: _____	APPROVED: _____
	DENIED: _____

**If you have any questions please call 228-0425 or e-mail [alanders@mqcty.org](mailto:alanders@mqcty.org). Please refer to [http://www.mqcty.org/Government/Code/082\\_signs.pdf](http://www.mqcty.org/Government/Code/082_signs.pdf) to view the City Sign Ordinance.**

**PROPERTY OWNER CONTACT INFORMATION**

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

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant (other than owner): \_\_\_\_\_

**SIGN CONTRACTOR INFORMATION**

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

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROPERTY INFORMATION**

Parcel Number: \_\_\_\_\_

Location (Street Address): \_\_\_\_\_

Zoning District: \_\_\_\_\_ **(BG may include extra page)**

The applicant acknowledges review of sign permit requirements in the sign ordinance. The applicant acknowledges that the information in this application is correct and accurate.

The applicant authorizes City staff to visit the site as part of their review of this application.

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

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

**If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf.**

Property Owner Signature: \_\_\_\_\_

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

Site frontage & depth: \_\_\_\_\_

Total building square footage: \_\_\_\_\_

Tenant name & area of bldg that the tenant occupies	% of signage S.F. owner allotted to each tenant
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**In order for your permit to be processed please attach a photo of each existing sign on the premises with the sign dimensions indicated below.**

**EXISTING SIGNAGE**

Please provide the dimension and area of each existing sign:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total S.F. of all existing signs \_\_\_\_\_

**CITY STAFF USE**

**SIGNAGE CALCULATIONS**

Total S.F. of Building \_\_\_\_\_

.01 S.F. for first 3,000 S.F. \_\_\_\_\_

.001 S.F. for remainder of Bldg. S.F. \_\_\_\_\_

Lot Frontage \_\_\_\_\_

Total S.F. of Signage Allowed \_\_\_\_\_

Minus Existing Signage \_\_\_\_\_

Minus Signage in this Application \_\_\_\_\_

Remaining Signage \_\_\_\_\_

**Please provide a sketch map below indicating the locations of the proposed signs with the setback(s) to ensure compliance with the Sign Ordinance. You do not have to provide a sketch map for wall or projecting signs.**

# PROPOSED SIGNAGE

On      Off premise One sided      Two sided Type of illumination* _____ (*Requires MQT County Electrical Permit)
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<b>MESSAGE</b> Permanent Lettering Changeable Copy Electronic (EMC or Time and Temp)
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## TYPE OF SIGN

<b>Pole/Freestanding Sign*</b>
Sign Dimensions _____
Total Height _____
What is the setback of the sign? _____
Is there more than one sign?      Yes      No
Clearance beneath sign to average grade _____
Is the sign made out of flexible material?      Yes      No
<b>*FOOTINGS REQUIRE A MQT COUNTY BLDG PERMIT</b>

<b>Canopy Sign</b>
Sign Dimensions _____
Clearance beneath canopy to average grade _____
Distance of canopy or sign suspended under canopy to the curb _____
Is the sign on face of canopy?      Yes      No
The distance from the sign to the canopy? _____
Is the sign beneath canopy and perpendicular to the flow of pedestrians?      Yes      No
Clearance beneath sign to average grade _____
Distance between the top of the sign and the under side of the canopy or marquee _____

<b>Ground/Freestanding Sign*</b>
Sign Dimensions _____
Total Height _____
What is the setback of the sign to an intersection of a right-of-way with another right-of-way or with the pavement of any driveway or alley? _____
What is the distance to the side lot line? _____
Is the sign made out of flexible material?      Yes      No
Is the sign located within 100 feet of a residential district, measured along right of way lines?      Yes      No
<b>*FOOTINGS REQUIRE A MQT COUNTY BLDG PERMIT</b>

<b>Projecting Sign</b>
Sign Dimensions _____
Clearance beneath sign to average grade _____
What is the distance from building to sign? _____
What is the distance to the nearest side lot line? _____
What is the distance to the curb (measured horizontally from the sign)? _____
Is the sign extending above the top of the wall it is attached to?
Yes      No      How much? _____

## TYPE OF SIGN CONTINUED

### Window Sign(s)

Sign Dimensions \_\_\_\_\_

Window Dimensions \_\_\_\_\_

Temporary                      Permanent

**IF YOU HAVE MORE THAN ONE PLEASE  
FILL OUT INFO BELOW**

Sign Dimensions \_\_\_\_\_

Window Dimensions \_\_\_\_\_

Temporary                      Permanent

### Sidewalk Sign\*

Sign Dimensions \_\_\_\_\_

Pedestrian walkway clearance width \_\_\_\_\_

Occupied sidewalk S.F. \_\_\_\_\_

**\*PLEASE SIGN ATTACHED LIABILITY RELEASE FORM**

### Wall Sign(s)

Sign Dimensions \_\_\_\_\_

What is the distance from building to sign? \_\_\_\_\_

Is the sign covering any wall opening?    Yes    No

Does the sign project beyond the ends or top of the structural wall it is attached to?    Yes    No

Is the sign made out of flexible material?    Yes    No

**IF YOU HAVE MORE THAN ONE PLEASE  
FILL OUT INFO BELOW**

Sign Dimensions \_\_\_\_\_

What is the distance from building to sign? \_\_\_\_\_

Is the sign covering any wall opening?    Yes    No

Does the sign project beyond the ends or top of the structural wall it is attached to?    Yes    No

Is the sign made out of flexible material?    Yes    No

Sign Dimensions \_\_\_\_\_

What is the distance from building to sign? \_\_\_\_\_

Is the sign covering any wall opening?    Yes    No

Does the sign project beyond the ends or top of the structural wall it is attached to?    Yes    No

Is the sign made out of flexible material?    Yes    No

Sign Dimensions \_\_\_\_\_

What is the distance from building to sign? \_\_\_\_\_

Is the sign covering any wall opening?    Yes    No

Does the sign project beyond the ends or top of the structural wall it is attached to?    Yes    No

Is the sign made out of flexible material?    Yes    No

## The following section applies to Sidewalk Signs only:

### LIABILITY RELEASE FOR SIDEWALK SIGNS

**SIDEWALK SIGN:** A portable sign of A-frame or swinging-style construction used during the hours a business is open and stored inside when not in use.

- A. Sidewalk signs shall be permitted during the hours a business is open to the public, but in no instance may a sign be placed on the street earlier than 8:00 a.m. nor later than 9:00 p.m.
- B. Sidewalk signs shall be of A-frame or swinging-style construction. The maximum height shall be four feet and the sign shall not occupy more than nine square feet of sidewalk. The sign shall be sturdy, stable, and of heavy enough construction on its own to withstand typical winds without flipping over or sliding.
- C. The surfaces of sidewalk signs shall be durable. Copy may be painted or printed on the surface. Loose paper faces shall not be permitted. Sidewalk signs shall not be illuminated by any means except natural light and existing street lights.
- D. At all times of the year, sidewalk signs shall be placed directly in front of the business holding the permit for the sign, a minimum of two feet from the curb, and shall allow a minimum of five feet of unobstructed sidewalk for pedestrians. Sidewalk signs shall not be placed within 25 feet of an intersection, measured perpendicularly from the intersecting curb. During the winter months, the sidewalk shall be completely clear of snow prior to placement and sidewalk signs shall not be placed on snow banks.
- E. Signs shall be spaced a minimum of 20 feet from one another. If signs fail to meet the minimum spacing requirements, all improperly placed signs will be considered to be in violation.
- F. The owner of the sign and the owner of the site upon which it is located must sign a statement assuming all liability for damage and injury caused by the sign.
- G. Sidewalk signs shall be exempt from the total sign area calculation.
- H. There shall be one sidewalk sign allowed for each business provided that all of the requirements of this section are met.

**\*\*\*SIGNS MUST BE 2' FROM CURBS AND 25' FROM ANY INTERSECTION\*\*\***

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PROPERTY OWNER:  
(PRINTED)

ADDRESS:

---

SIGN OWNER:  
(PRINTED)

ADDRESS:

I HEREBY RELIEVE THE CITY OF MARQUETTE AND ASSUME ALL LIABILITY WHICH MAY BE CAUSED BY THE PLACEMENT OF A SIDEWALK SIGN AS DEFINED BY THE CITY OF MARQUETTE SIGN ORDINANCE.

PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(SIGNATURE)

SIGN OWNER: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(SIGNATURE)

**The following section applies to the BG Zoning District only:**

In the case of a shopping center or a group of stores or other business uses on a lot held in single ownership, the provisions of Sign Ordinance section (82.13.2.F) - relating to the total area of signs permitted on a premise - shall apply with respect to each building, each separate store, each separate storefront, or each separate use. Please answer the follow questions about the subject property to assist in determining the allowable signage for your request:

**For wall signs**

See sections 82.13.2.F(2) regarding calculating building/tenant frontages.

1. How many building stories (vertical floor levels) are there? \_\_\_\_\_
2. What is the building or tenant frontage length? \_\_\_\_\_
3. Is the sign to be applied to a "primary frontage" or "secondary frontage," or are signs being proposed for both types of frontages? \_\_\_\_\_  
\_\_\_\_\_
4. a. What are the wall sign dimensions on the primary frontage? \_\_\_\_\_  
\_\_\_\_\_
4. b. What are the wall sign dimensions on the secondary frontage? \_\_\_\_\_  
\_\_\_\_\_

**For freestanding/pole signs**

See section 82.13.2.F(1.a,b) regarding calculating street frontages.

5. How many existing freestanding signs are on the site (the whole property)? \_\_\_\_\_
6. How many vehicular entrances (streets/street intersecting entrances) serve the property? \_\_\_\_\_
7. What is the posted speed limit of the road to which the sign frontage applies? \_\_\_\_\_
8. Does the length of the primary frontage exceed five-hundred feet? Yes / No
9. If you are applying for a freestanding sign, please provide the dimensions and location (use the sketch space provided on page 2 of the application). \_\_\_\_\_  
\_\_\_\_\_