



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

SIGN PERMIT APPLICATION

PROPERTY INFORMATION

Sign Site Address: _____ Parcel ID #: _____

Name of Business at Sign Location: _____ Zoning District: _____

OWNER INFORMATION

Property Owner Name: _____ Address: _____

Property Owner Phone #: _____ E-Mail: _____

APPLICANT INFORMATION (If applicant is NOT property owner)

Applicant Name: _____ Address: _____

Applicant Phone #: _____ E-Mail: _____

Applicant is: (i.e. contractor or business owner or architect, etc.) _____

TYPE AND QUANTITY OF SIGN(S)

Please indicate the quantity of each type of sign proposed.

Permanent Sign(s): _____ Wall _____ Projecting _____ Ground Sign _____ Awning _____ Other

Temporary Sign(s): _____ Banner _____ Community Event _____ Class 1 (Adjustable Type) _____ Class 2 (A-Frame)

Temporary Display Dates: From _____ To _____

Name of Event: _____ Date of Event: _____

ADDITIONAL INFORMATION AND REQUIREMENTS

1) Location Map: A map identifying the location of all requested signs on the property or building must be provided or the application WILL NOT be reviewed.

2) Sign Sketch Plan: A scaled plan or drawing identifying the size and elements of all requested sign(s) on the property or building must be provided or the application WILL NOT be reviewed.

3) Orion Township Building Permit: An Orion Township building permit application must be included in order to erect any permanent signs.

I hereby agree to erect and remove (if applicable) signage exactly as approved on this application:

Signature of Property Owner: _____ Date: _____

Signature of Applicant (or Contractor): _____ Date: _____



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LOCATION MAP

A location map must include the following information:

- All property lines, buildings, fences, parking lots, driveways and adjacent streets.
- The location of all existing signs.
- The location of all proposed signs.

SIGN SKETCH PLAN

A sign sketch plan must include the following information:

- All sign dimensions.
- Wording of the sign.
- Building Signs: Must show length and width of building façade from grade and include roofline.
- Draw length, width, depth, and height of sign on building façade. Include all existing and proposed signage.
- Please note if any existing signage is to be removed.
- Any proposed internal or external lighting.
- Type of material sign is constructed from.

**ALL APPLICATIONS MUST BE IN COMPLIANCE WITH THE STANDARDS OF THE VILLAGE SIGN ORDINANCE, CHAPTER 155,
AS AMENDED.**