

Village of Beverly Hills Application for Sign Permit

Rev. 2-28-13

Permit No. _____

Date Applied _____

Business Name	_____
Business Address	_____
Phone	_____

Building Street Frontage

Primary _____

Secondary (if applicable) _____

Business Frontage _____

(if different than building street frontage)

Applicant or Contractor _____

Address _____

City _____

Zip _____

Phone _____

Sign Type:

Permanent

Wall Describe wall to be used (front, side, rear):

Ground

Canopy

Temporary From: _____ To: _____

Describe type of temporary sign:

Describe location of proposed sign:

Describe creative/unique aspects of sign in keeping with sign ordinance purpose and intent:

Size of sign

Length _____

Height _____

Total s.f. _____

Depth or projection _____

Height from grade _____

Existing signs currently located on property

Number of signs _____

Type(s) _____

Square footage per sign _____

List all sign colors (white and black considered a color)

1 _____

2 _____

3 _____

Sign Lighting

Type of lighting proposed _____

Size of light fixture (Length/Hgt/Width) _____

Maximum wattage per fixture _____

Location _____

Number of fixtures proposed _____

Height from grade _____

Landscaping (if applicable)

Proposed landscape materials

Sign Review Presentation Requirement Checklist

- Payment of review fee
- * 8.5"x11" color photo of existing building
- * 8.5"x11" color photo of adjacent building(s)
- * Site plan showing sign location dimensions
- * Rendering or 8.5"x11" photo or rendering of building with proposed signage
- * Show building length
- * Sign height and width
- * Color photos of existing signage including location and size
- Landscape plan showing all existing and proposed planting materials and square footage (if applicable)
- Sign base material (ground or development signs only)
- Location of all existing and proposed light fixtures illuminating sign
- Dimensions from the sign to each end of the building or space
- True colors of sign, background, and logos
- Cut view of sign indicating thickness and mounting details
- Cut sheet of proposed lighting including size, color and manufacturer
- Foam Core presentation board
 - Approximately 24"x36"
 - Attach all pictures and plans
 - Attach color and material samples
 - Attach lighting cut sheets
- 12 copies containing the above information indicated as *

I hereby certify that the above answers are correct and true

Signature of Applicant _____
Date

Subscribed and sworn to before me this _____ day of _____ AD
 Notary Public: _____ County, Michigan: _____ Commission expires: _____

Note: Erecting of a permanent sign prior to Planning Commission approval will result in a fine double the sign permit fee