

**CITY OF NEWAYGO**  
**Sign and Facade Permit Application**

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee: \$40.00

1. **Applicant information:** (if not individual, list business)                      **Owner Information:** (if different from applicant)
- Name: \_\_\_\_\_ Name: \_\_\_\_\_
- Address: \_\_\_\_\_ Address: \_\_\_\_\_
- Phone: \_\_\_\_\_ Phone: \_\_\_\_\_
- E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. Approval requested:     SIGN                       FAÇADE CHANGES (PSD Only): Painting, Siding, Other Exterior Changes

3. Façade Change Info (PSD Only) :
- a. Description of Changes : \_\_\_\_\_
- b. Color Choices : \_\_\_\_\_
- c. Materials : \_\_\_\_\_
- \*\*\*Attach color swatches, images, photos, drawings, examples, etc.\*\*\***

4. Sign Information
- a. Sign Type: (check one)
- Projecting     Ground     Freestanding (Pole)     Wall--->List business width \_\_\_\_\_ (ft)
- Special Event: \_\_\_\_\_
- Other: \_\_\_\_\_
- b. Sign Location:    **\*\*\*Attach site plan/sign location sketch – Can use back of application\*\*\***
- Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_
- c. Sign Design:    **\*\*\*Must attach design drawing and list construction materials\*\*\***
- Sign Dimensions: \_\_\_\_\_ Number of display sides: \_\_\_\_\_
- Illuminated Sign:     Yes     No    If Yes, how: \_\_\_\_\_
- d. Current sign at above location: (Describe sign, list size)
- \_\_\_\_\_

I/we \_\_\_\_\_ do hereby swear that the above information is true and correct to the best of my/our knowledge. False information on the above application may result in the rejection of the application or revocation of the sign permit.

Applicants: \_\_\_\_\_ Signature                      Signature

\*\*\*\*\*

**To be completed by the City of Newaygo**

A sign/facade permit for the above application is hereby:

( ) Approved                      ( ) Denied

Restrictions/reasons for action: \_\_\_\_\_

\_\_\_\_\_

Zoning Inspector: \_\_\_\_\_ Date: \_\_\_\_\_