



Instructions for Submitting a Sign Permit Application for the Village of Lexington

1. Gather Required Documents

Before starting the application process, ensure you have the following documents prepared:

- **Sign Drawing with Dimensions:** A detailed drawing of the sign, including its exact dimensions.
- **Placement Drawing:** A separate drawing showing the intended placement of the sign.
- **Wall Dimensions (if applicable):** If the sign will be attached to a building, you must also include:
 - The dimensions of the wall where the sign will be placed.
 - The exact measurements showing how far the sign will be from the edges of the wall.
- **Picture of Sign:** A picture of the sign and the material the sign will be made of.

2. Completing the Sign Drawing

- Use the provided grid paper to create your sign drawing.
- Clearly indicate the length, width, and height of the sign on the drawing.
- Label all dimensions in feet and inches for clarity.

3. Completing the Placement Drawing

- On a separate sheet (or a second section of the grid paper), create a drawing that shows where the sign will be placed.
- If the sign is attached to a building:
 - Include the entire wall on which the sign will be placed in the drawing.
 - Clearly show the distance from each edge of the wall to the edges of the sign.
 - Include the overall dimensions of the wall itself.

4. Filling Out the Sign Permit Application

- Fill out the attached Sign Permit Application form completely. Be sure to include all relevant information about the sign, such as:
 - The type of sign (e.g., wall-mounted, free-standing).
 - The materials used for the sign.
 - The dimensions and placement details.
- Make sure to provide your contact information, including your name, address, phone number, and email.



5. Submitting the Application

- Once all documents are prepared, compile them in the following order:
 1. Completed Sign Permit Application Form.
 2. Sign Drawing with Dimensions.
 3. Placement Drawing (and wall dimensions, if applicable).
- **Submit your complete application package with payment to:**
Village of Lexington Office
7227 Huron Ave.
Lexington, Michigan 48450

6. Payment Information

- Payment must be included with your application. The specific fee amount will be provided on the Village of Lexington website: (<https://villageoflexington.com/wp-content/uploads/2021/12/2024-Fee-Schedule.pdf>) Payment can be made by Credit Card or Check/Money Order, payable to "Village of Lexington."
- Ensure that payment is attached securely to your application to avoid processing delays.

7. After Submission

- The Village of Lexington Zoning Administrator will review your application upon receipt.
- You will be contacted if additional information is needed or if there are any issues with your application.
- Once approved, you will receive a confirmation and your sign permit.

Note: Incomplete applications or missing information may result in delays in processing your permit. Ensure all sections are thoroughly completed before submission.

For any questions or further assistance, please contact the Village of Lexington office at 810-359-8631 or via email at zoning@villageoflexington.com.

**VILLAGE OF LEXINGTON APPLICATION
SIGN PERMIT**

Note: To complete this form on a computer, download it, save it as a PDF, and fill it in.

PERMIT #: _____
PARCEL #: _____
PERMIT FEE \$ _____

APPLICANT: _____ **DATE:** _____

ADDRESS: _____ **PHONE:** (____) _____

_____ **EMAIL:** _____

NAME OF BUSINESS ON SITE: _____

SITE ADDRESS: _____

Is the applicant the owner of the property? Yes No

If no, attach written consent of the owner of the property.

NAMES OF PERSON(S) ERECTING THE STRUCTURE(S): _____

Position of sign in relation to the neighboring buildings or structures and to the property lines: _____

Estimated Cost **Start Date:** **Completion Date:**
\$ _____

Type of Project:

- ____ New Sign
- ____ Replacement Sign
- ____ Maintenance

Zoning District:

- CMU
- CBD
- IMU
- GMU
- GC

Type of Sign:

- ____ Wall Sign
- ____ Free Standing Sign
- ____ Projecting Sign
- ____ Changeable Copy Sign
- ____ Other: _____

SITE PLAN: Attach 1 blueprint or ink drawing of the plans including all measurements as well as specifications for the method of construction, materials to be used and/or attachment to the building or ground.

INSPECTION: In order to verify compliance with this permit, it will be necessary for the Zoning Administrator or his/her designated agent inspect the project. Authorization is granted by signature.

ISSUANCE: If upon examination of the submitted plans and other data, it appears that the proposed sign complies with all the requirements of Section 8 of the zoning ordinance, the zoning administrator will issue a sign permit. If the work authorized under the permit has not been completed within six (6) months, the permit will be null and void. Other applicable permits may be required, such as: electrical permit.

REVOCAATION: All rights and privileges acquired under Article 8 are mere licenses revocable at any time.

FEES: Any and all fees required by the utility companies, the County of Sanilac and/or the Village of Lexington are to be bore by the building owner.

LEGAL FEES: Any and all legal fee pertaining to this application will be bore by the applicant.

APPROVAL INFORMATION

CONDITIONS: _____

Applicant Signature	Date	<u>PAYMENT INFORMATION</u> <input type="checkbox"/> PAID CASH <input type="checkbox"/> PAID CHECK CK # _____ _____ REC'D. BY DATE
Zoning Administrator Signature	Date	

