



**Charter Township of Independence  
Building, Planning and Zoning Services  
6483 Waldon Center Dr.  
Clarkston, MI 48346  
248-625-8111**

**TEMPORARY SIGN APPLICATION**

Name of Business/Organization: _____	Date: _____
Location (Address): _____	
Project: _____	Lot/Bldg./Suite No.: _____
Builder/Owner: _____	Phone: _____

**This application when properly receipted grants permission to:**

Contractor/Installer: _____	License or Registration #: _____
Address: _____	City/State/Zip: _____
Phone : _____	

**-Please complete reverse side of this application-**

I hereby certify that the proposed work is authorized by owner of record and that I have been authorized by the owner to make application as his/her authorized agent and we agree to conform to all applicable codes of the State of Michigan and Independence Township.

**Contractor Signature:** \_\_\_\_\_

Visit our website @ [www.twp.independence.mi.us](http://www.twp.independence.mi.us)  
for additional Building Department information and forms

## FOR TEMPORARY SIGN REVIEW

**Type of Sign:** Portable Ground \_\_\_\_\_ Banner \_\_\_\_\_ Marketing/Development Project \_\_\_\_\_

Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ (Max. Height of 4' – 8 Sq. Ft. per side)

Dates Requested for Placement: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

\*Temporary Signs are permitted for up to a fourteen (14) day period, not to exceed four (4) times per year.

For Civic, Charitable, and/or Non-Profit Organization: Include a list of events and the dates of each event.

\*\*A rendering or plan with the intended message of the sign and location must be submitted along with this application.

### **Fee Structure**

Civic, Charitable, and/or Non-Profit Organizations - \$125.00

Commercial, Office, & Industrial Districts (Annual Sticker) - \$50.00

Residential/Commercial Developments - \$50.00

### ***For Temporary Sign Approval You Must Submit***

1. Plans showing specifications & intended message
2. Letter of Authorization from the building/property owner

### **\*\*\*BUILDING DEPARTMENT USE ONLY\*\*\***

Total Square Feet: (Per Side) \_\_\_\_\_ Sq. Ft. (Total of Both Sides) \_\_\_\_\_ Sq. Ft.

Permit Fee: \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

Notes & Special Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_