



# Permanent Sign Permit Application

Please contact Village Manager, Julius Suchy  
with any questions at (616) 887-8251  
Visit our website at [www.spartami.org](http://www.spartami.org)



## 1. APPLICANT

Name: \_\_\_\_\_  
 Applicant's Business Name: \_\_\_\_\_  
 Applicant's Business Address: \_\_\_\_\_  
 Address of Temporary Sign: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

## 2. PROPERTY OWNER/LANDLORD

Same as Applicant Information (skip to #3)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

## 3. PERMANENT SIGN INFORMATION

Property is:  Residential  Commercial  Industrial Property Zoned: \_\_\_\_\_

Existing Sign(s):	Wall Signs	Pole Signs	Ground Signs	Canopy Signs	Projecting Signs
Number of Sign(s):					
Size(s):					
Proposed Sign(s):	Wall Signs	Pole Signs	Ground Signs	Canopy Signs	Projecting Signs
Number of Sign(s):					
Size(s):					

Total Square Footage: \_\_\_\_\_

*(Provide sketch of plot plan on next page)*

## 4. PERMANENT SIGN SUBMITTAL REQUIREMENTS

- Two copies of the elevations of the proposed signage must be attached to this application for consideration.
- Two copies of a site sketch plan showing signage location by indicating linear distance in feet from existing building, property lines, and other structures on the property must be submitted. For your convenience, graph lines have been provided on the application, or the plot can be attached to the application.
- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the Village of Sparta Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the Village of Sparta may require the services of the Village Planner, Village Engineer, and/or the Village Attorney to insure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the Village of Sparta. I, as the applicant, acknowledge that any costs incurred by the Village of Sparta as they relate to the review of this application by any of the Village's consultants listed above are my responsibility to reimburse and agree to repay the Village of Sparta for any and all costs incurred to it in the review of this application.

“The Village of Sparta is an Equal Opportunity Provider & Employer”

Fee: \$20.00

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant is the:**  Owner  Lessee  Optionee  Contractor/Architect

**TO BE COMPLETED BY VILLAGE**

Date application and fee received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application is:  APPROVED  DENIED

Explanation: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Plot Plan**

*(Remember to show streets, all structures, easements, driveways, existing signage & property lines)*

