



CITY of BELDING

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SIGN PERMIT APPLICATION

For signage questions, contact

Marci Cooper, Zoning, (616) 794-1900 ext. 209

Or e-mail mcooper@ci.belding.mi.us

Applicant and Contact Name:

Street Address:

City:

State:

Zip code:

Phone Number(s):

E-mail:

Project Location or Address:

Property is: Residential

Commercial

Industrial

Property zoned:

Existing Signs:

Wall Signs

Pole Signs

Ground Signs

Canopy Signs

Projecting Signs

Number:

Size(s):

Proposed Signs:

Wall Signs

Pole Signs

Ground Signs

Canopy Signs

Projecting Signs

Number:

Size(s):

Total Square Footage of all Signage:

****Plot Plan Requirement:** You must provide a plot plan showing the design and layout of the proposed sign(s) as well as the location of the sign(s) in relation to existing structures/buildings, drives, property lines, and existing signage. For your convenience, graph lines have been provided on the back of this application, or the plot plan can be attached to the application.

TO BE COMPLETED BY CITY

Date application and \$30 fee received:

Staff Initials:

Receipt #:

Approved: Yes

No

Electrical Permit Required: Yes

No

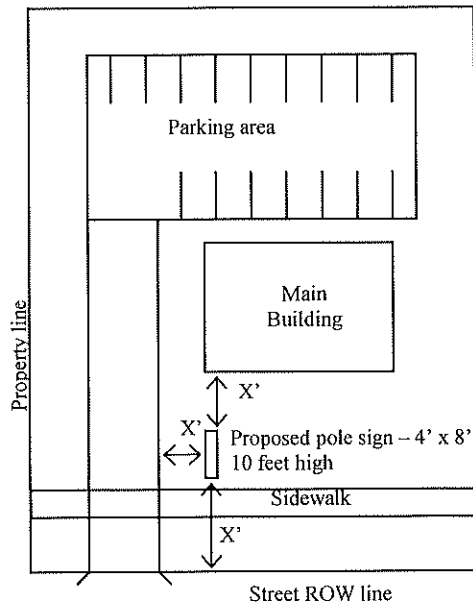
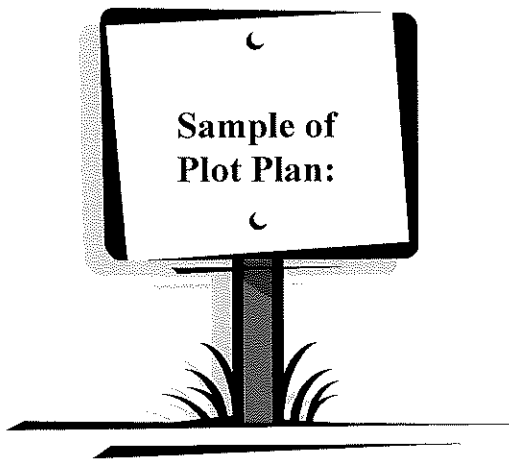
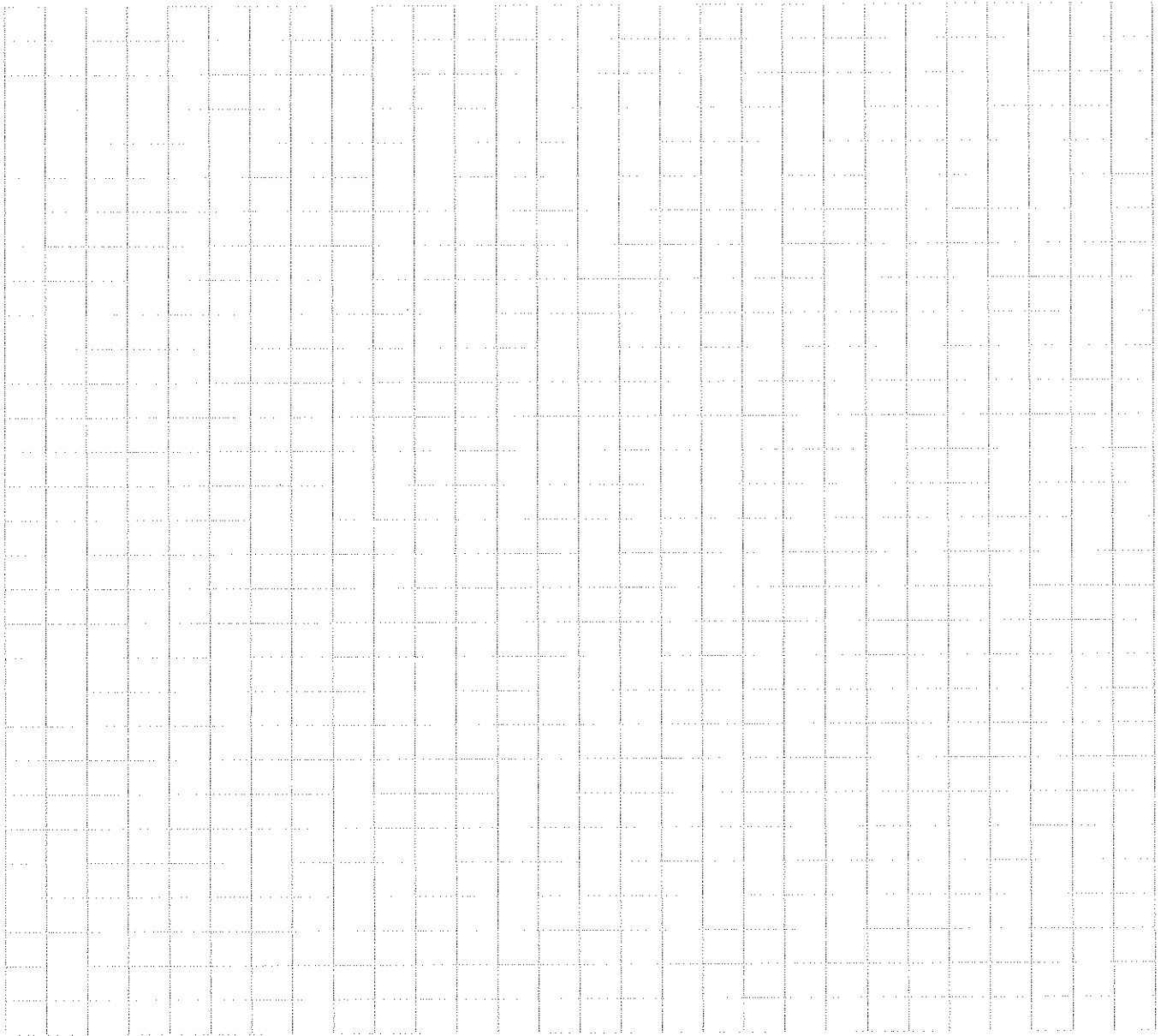
Zoning (Printed Name)

Signature

Date

Plot Plan

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





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INFRASTRUCTURE PERMIT APPLICATION



(7 to 10 Working Days Required for Issuance of Permit)

(Only Emergency Permits Issued on Demand)

PERMIT MUST BE POSTED

Type of Improvement (Deposit required for replacement of street or sidewalk, as appropriate) **Permit #** _____ **Date** _____

- | | | | | |
|-----------------------------------------|------------------------------------------|-------------------------------------|-----------------------------------------|---------------------------------------|
| <input type="checkbox"/> Drive Approach | <input type="checkbox"/> Curb Cut | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Street Opening | <input type="checkbox"/> Boring |
| Permit Fee = \$20.00 | Permit Fee = \$20.00 | Permit Fee = \$20.00 | Permit Fee = \$20.00 | Permit Fee = \$0 |
| Deposit = \$125.00 | Deposit = \$125.00 | Deposit = \$125.00 | Deposit = \$125.00 | Deposit = \$0 |
| Total = \$ _____ | Total = \$ _____ | Total = \$ _____ | Total = \$ _____ | |
| <input type="checkbox"/> Single-Family | <input type="checkbox"/> Multiple-Family | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Right-of-Way |

Applicant Name: _____
Street Address: _____
City: _____ **State:** _____ **Zip code:** _____
Phone Number(s): _____ **Email:** _____
 Applicant is the: Owner Lessee Contractor/Architect

Property Owner / Contact Name: _____
Street Address: _____
City: _____ **State:** _____ **Zip code:** _____

Project Location or Address: _____
Permanent Parcel Number: _____

- **Call Miss Dig at 1-800-482-7171 three days prior to digging.** A minimum of 2 working days is required before actual work begins.
- Inspection is required by the DPW Director or other designated personnel before digging and before backfilling. In order to avoid a core sample drilled at your expense, **remember to call 616-260-2319 for all inspections two (2) days prior to pouring.**
- Before any trenching is done, DPW Director Ernie Thomas must be contacted at 616-260-2319, between the hours of 8:00 am and 4:00 pm, Monday through Friday.
- The contractor or property owner is responsible to replace all curb, sidewalk or street to the City's specifications, along with properly barricading any obstruction that could cause personal injury due to trip hazards. All concrete and blacktop shall be hauled away by the contractor or property owner. An invoice will be issued if the actual cost of the project is more than the deposit.
- **All streets, sidewalks, drive approaches and curb cuts must be replaced within 30 days of removal.** Open curb cuts to roads, curbs and sidewalk must be maintained by the homeowner or contractor.

The undersigned further agrees that if this application is approved, they will meet all legal requirements and they will be responsible to the City of Belding for any damages to the street or street structures or to the structures of any private company within the right-of-way of the streets, and that they shall well and truly pay all damages, fines, and penalties which they shall become liable to pay and shall save the City of Belding harmless from all suits, claims, damages and proceedings of any kind due to their operations within the streets.

Sign and Print Name: _____ **Date:** _____

TO BE COMPLETED BY CITY	Total Fee: \$ _____	Receipt #: _____
DPW Director Signature: _____		Date: _____
Zoning Administrator _____		Date: _____
Admin. Signature _____		Date: _____

TO BE FILLED OUT BY PROPERTY OWNER OR CONTRACTOR
THE PLOT PLAN MUST BE COMPLETED, PAGE 3

Date: _____ Job Address: _____

Applicant Name: _____

Applicant Address: _____ City _____ Zip Code _____

Contractor Name: _____

Contractor Address: _____

Type of Work to be Performed: _____

<u>Drive Approach</u>	<u>Curb Cut</u>	<u>Sidewalk</u>	<u>Street Opening</u>
Form Inspection: _____	Form Inspection: _____	Form Inspection: _____	Form Inspection: _____
By: _____	By: _____	By: _____	By: _____
Final Inspection: _____	Final Inspection: _____	Final Inspection: _____	Final Inspection: _____
By: _____	By: _____	By: _____	By: _____

Right of Way (No charge for this permit)

Boring (No charge for this permit)

Yard Restoration Final Inspection: _____

By: _____

The Applicant has replaced the necessary items to the City's specification and is entitled to a

refund of their deposit in the amount of \$ _____

101-000-288-000 \$ _____
(Deposit Account)

101-000-462-000 \$ _____
(If permit was not needed)

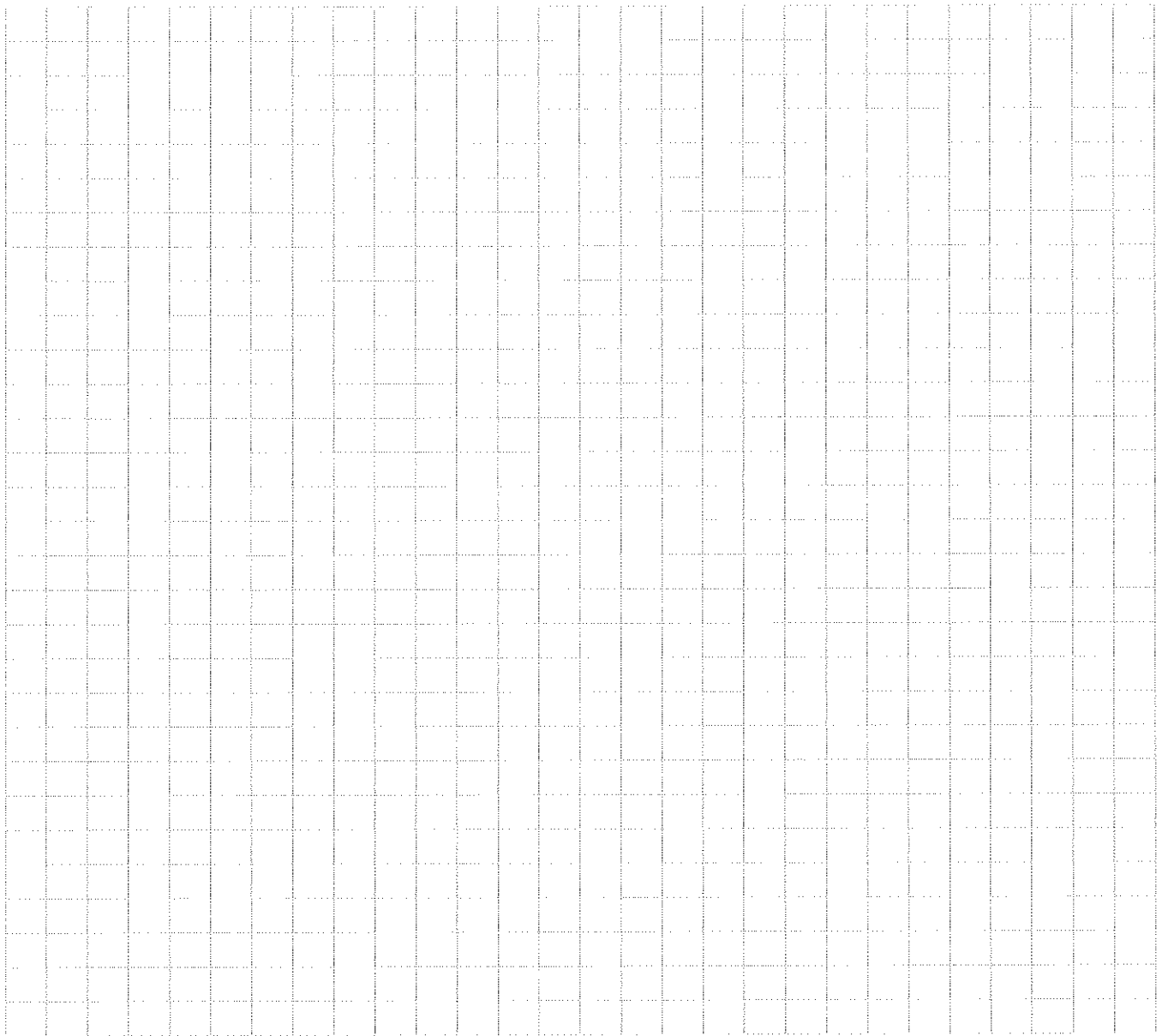
Signature of DPW Authorized Representative

Date

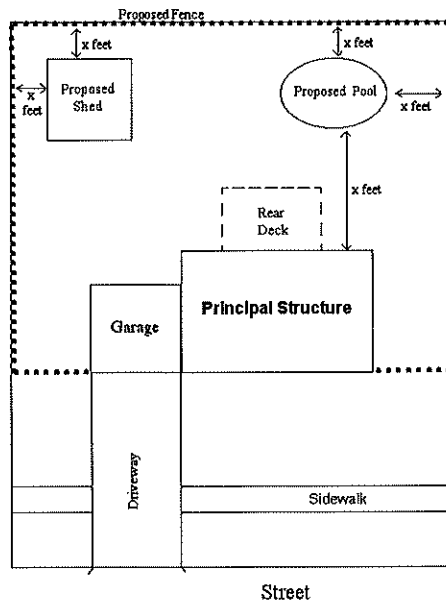
Printed Name

Plot Plan

(Remember to show streets, all structures, easements, fences, gates, pavement, electrical lines & property lines)



Sample of Plot Plan:



INFRASTRUCTURE PERMIT CHARGES
(TO BE FILLED OUT BY CITY)
 (New Construction Only)

		Fee Amount	Quantity	Total Permit Cost
<input type="checkbox"/> Drive Approach	(G0288)	\$145 each	_____	_____
<input type="checkbox"/> Street Opening	(G0288)	\$145 each	_____	_____
<input type="checkbox"/> Curb Cut	(G0288)	\$145 each	_____	_____
<input type="checkbox"/> Sidewalk	(G0288)	\$145 each	_____	_____
<input type="checkbox"/> Water Tap	(WA611)	\$700	_____	_____
<input type="checkbox"/> Sewer Tap	(SW610)	\$700	_____	_____
<input type="checkbox"/> Storm Sewer Tap		\$0	_____	_____
<input type="checkbox"/> Water Turn On	(WA470)	\$15 each	_____	_____
<input type="checkbox"/> Outside Plumbing Permit	(G0289)	\$40 each	Must fill out the attached Plumbing Permit	_____
<input type="checkbox"/> Right of Way Permit		No Charge		_____
<input type="checkbox"/> Boring Permit		No Charge		_____
_____			_____	
Ernest Thomas, DPW Director			Date	
_____			_____	
Marci Cooper, Zoning Administrator			Date	

Notes: