

VILLAGE OF LANSING SIGN APPLICATION PROCEDURES

Please type or print clearly

Fill out application form.

Attach a drawing(s) showing:

(For signs to be attached to building):

1. Location of sign on building;
2. Drawing of sign, indicating lettering, color, all dimensions;
3. Location and type of lighting, if any.

(For freestanding signs):

1. Location of sign on lot including distance from road edge;
2. Drawing of sign and supporting structure, indicating material, height and size
3. Location and type of lighting, if any.

Fee (to be paid at time of application): \$25.00, plus \$1.00 per square foot of sign area*

* The smallest rectangle that will enclose the whole sign. For two sided freestanding signs, count only one side.

Application must be signed by the PROPERTY OWNER or by a designated agent. To designate an agent the property owner must provide a letter stating "I, _____ designate _____ as my agent in the matter of obtaining all necessary permits and approvals to erect a sign (or the sign depicted on the attached drawing) on my property at _____."

Signs must be erected within 6 months of issuance of permit.

Illuminated signs must not be lighted between 10:00pm and sunrise, except that signs may remain lighted during normal business hours.

Signs must be kept clean, in neat order and repair, and free from all hazards, such as but not limited to, faulty wiring and loose fastenings, and must be maintained at all times in such safe condition so as not to be detrimental to the public health or safety.