

## VILLAGE OF PORT SANILAC SIGN PERMIT INSTRUCTIONS

1. **All portions of the Sign Permit package must be filled out.** A plot plan must be provided showing the lot, the existing structures on the lot, the dimensions of the lot and buildings, the distances from the lot lines and right of ways, the proposed construction, and its height.

In order to promote and maintain an architectural theme aesthetically consistent with the historical heritage of the Village, all applications for development in the commercial and industrial district shall submit plans depicting an historical and/or nautical exterior architectural treatment and general arrangement. This theme shall be in addition to any other plans required for application for land use permits.

**NOTE: Projects such as demolition and new construction are separate actions and require separate land use permits.** If there are questions regarding the need for separate permits, please ask.

2. **When the packet is returned to the Village Hall, the Zoning Administrator will review its contents.**
  - **A permit fee is required.**
  - The outline of the proposed structure must be staked out, property lines must be marked and survey property markers identified.
  - It is your responsibility to contact the Zoning Administrator to do an on-site measurement to insure all setbacks are accurate.
  - When the permit is approved, it may be picked up at the Village Hall. Permits can be mailed if prior arrangements are made with the Zoning Administrator.
  - The Construction Pre-Application Form, included with the packet, must be completed and returned to the Zoning Administrator. A building and/or demolition permit may be required for construction and/or demolition.
  - Applicants are encouraged to contact the Sanilac County Dept. of Construction and Land Use at 810-648-4664 for information on activities regarding a building and/or demolition permit.
3. **Any work performed on a state trunk line right-of-way requires a permit issued by the Mich. Dept of Transportation (MDOT).** New driveways must meet the MDOT guidelines. In addition, if the use of a driveway changes, the driveway must be reviewed by MDOT and upgraded to current standards, according to the Administrative Rules and Regulating Driveways on Highways (Act 200 of the Public Acts of 1969, Sec. R247.214, Rule 14 (4)). Applicants are encouraged to contact MDOT at 989-872-3007.

**Applicants Responsibilities:** In all cases, permits and certificates of occupancy approved by the Zoning Administrator and Building Inspector and inspections made during the course of construction shall in no way relieve the applicant and owner of the ultimate responsibility to comply with all applicable laws of the Village of Port Sanilac, State of Mich, Sanilac County or federal government.

For more information or questions, please call and leave a message for Larry O'Keefe, Zoning Administrator, at 810-622-9963.

Form updated October 25, 2022

**SIGN PERMIT APPLICATION  
VILLAGE OF PORT SANILAC**

*ALL FEES ARE FOR PROCESSING THE APPLICATION AND ARE NON-REFUNDABLE*  
FEE PAID \_\_\_\_\_ (YES OR NO)      AMOUNT PAID \$ \_\_\_\_\_ RECEIPT ATTACHED \_\_\_\_\_

Property Zoned: RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_  
COMMERCIAL BUSINESS DISTRICT \_\_\_\_\_ AGRICULTURAL/RESIDENTIAL \_\_\_\_\_

Property Owners Name: \_\_\_\_\_  
(Last) (First) (Middle)

Mailing Address: \_\_\_\_\_  
(Number and street)  
\_\_\_\_\_  
(City, State and Zip Code)

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email address: \_\_\_\_\_

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Contractors Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address, City, State, Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Site (address) \_\_\_\_\_

Property Code (parcel) Number: \_\_\_\_\_

Reason Permit Requested \_\_\_\_\_

Size of Project: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Size of Property/Parcel: \_\_\_\_\_

Survey Property Markers have been identified: Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: If no markers are identified, a survey must be conducted for new permanent or additional projects.*

Intended Use of Project: \_\_\_\_\_

*Attach to each copy of this Application a detailed sketch identifying the land and structures involved, dimensions of buildings and distances to property lines. List all public and private rights of way and easements bounding and intersecting the land under construction.*

*Any changes to this land use permit must be approved by the Zoning Administrator.*

I agree to conform with the Village of Port Sanilac Zoning Ordinances and all provisions therein. I understand this Land Use Permit shall expire one year from the approved date if no building has taken place and a new Land Use Permit Application must be applied for.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Property Owner)

Printed Name of Property Owner: \_\_\_\_\_

**AFFIDAVIT:** I agree the statements made above are true and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulation is provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding that all applicable sections of the Village of Port Sanilac Zoning Ordinances will be complied with. Further, I agree to notify the Zoning Administrator of the Village of Port Sanilac for inspection before the state of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of the Village of Port Sanilac, Sanilac County and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a Sign Permit Application (not a permit) and that a Sign Permit, if issued, conveys only land use rights and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Property Owner)

Printed Name of Property Owner: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY ZONING ADMINISTRATOR:**

Date Plan Submitted: \_\_\_\_\_ Date Plot Plan Submitted \_\_\_\_\_

Date Plans Certified: \_\_\_\_\_ Use is Conforming: \_\_\_\_\_ Non-Conforming: \_\_\_\_\_

Date Zoning Admin. & Property Owner Reviewed Zoning Ordinance Section 7.7.2 \_\_\_\_\_

Zoning Administrator Remarks: \_\_\_\_\_

Application Approved \_\_\_\_\_ Application Denied: \_\_\_\_\_

Signed by Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_