



**CITY OF ALBION-APPLICATION FOR SIGN MESSAGE AMENDMENT PERMIT  
CHANGE OF MESSAGE, LOGO, COLOR, ETC., WITHOUT CHANGE OF STRUCTURE**

City of Albion Planning Department (517) 629-7189  
SAFEbuilt – Building & Trade Permits (269) 729-9244

**SIGN AMMENNDMENT PERMIT: Sec. 64-19. Permit process.**

(a) **Permit requirements.** When a person, firm or corporation desires to change a conforming sign's message, i.e., copy, trade name, logo, new message, design, colors, etc., a "sign message amendment form" shall be filed with the zoning administrator. If adequate information is provided, or is on file with the planning department to verify that the existing sign is conforming, then a sign permit will not need to be filed for a sign message amendment. There is no fee for processing a "sign message amendment permit". (See section 64-20(2) for information concerning message changes for non-conforming signs.)

**SEC. 64-20. NON CONFORMING SIGNS.**

*It is the intent of this article to encourage eventual elimination of signs that, as a result of the adoption of this article, become non-conforming. It is considered as much a subject of health, safety and welfare as the prohibition of new signs in violation of this article. It is the intent, therefore, to administer this article to realize the removal of illegal non-conforming signs and to avoid impairment of established private property rights.*

(2) *No non-conforming sign shall be reconstructed, structurally altered, remodeled, relocated, or changed in size unless such action will make the sign conforming in all respects. During the ten-year amortization period, the owner of a non-conforming sign may alter the content and message of the sign in accordance with section 64-19(a)(3) of this article.*  
(Ord. No. 2002-1, § 2, 5-20-02)

<b><u>FOR OFFICE USE ONLY</u></b>
Permit #: <b>20</b> - _____
Stamp here for "Date Received"
Received by

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Stamp here for "Approved/Deny"
Date

**APPLICATION INSTRUCTUIONS:** Complete all sections of this form. Type or use black ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

**REQUIRED DOCUMENTS:**

- ❖ A scaled, detailed drawing of the proposed amendment to the sign message.
- ❖ Sample of colors to be used on the amended sign message.
- ❖ Other information as the planning department may require to review the proposed change.

**1. Property Information:**

**Property Zoned:**

Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>		Parcel Number
Zoning District	Parcel Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> Other (describe)

## 2. Owner Information:

Name: <i>Include Contact Person If Applicable</i>		Phone
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>	City, State Zip Code:	

## 3. Applicant Information:

Name: <i>Include Contact Person If Applicable</i>		Phone
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>	City, State Zip Code:	

## 4. Certification

*I hereby certify that I am the owner of record of the named property, and I agree to conform to all applicable laws of this jurisdiction. I hereby affirm that if this sign amendment permit is granted, I will comply with all conditions required by the sign ordinances. Finally, should a sign amendment permit be granted, I shall apply for and receive all applicable permits before beginning any changes.*

Signature of <b>Owner</b> :	Phone	Date
Street Address:	City, State, Zip Code	

*I hereby certify that I have been authorized by the owner to make this sign amendment application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.*

Signature of Applicant:	Phone	Date
Street Address:	City, State, Zip Code	

**Use area below to describe location of existing sign for which the applicant wants to amend the sign's message, i.e., copy, trade name, logo, new message, design, colors, etc.,**

**You're Comments:**

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*For Planning Department Use Only*

**5. Evaluation and Determination**

**PLANNING DEPARTMENT APPROVAL/DENY**

<i>Signature</i>		<i>Date</i>
<i>Notes</i>		<i>Stamp</i>
<i>(In Favor, Opposed)</i>		

Notes:

*Revised 02-07-17*