



CITY OF OAK PARK

Department of Technical & Planning Services
14300 Oak Park Boulevard Oak Park, MI 48237
Phone (248) 691-7450 Fax (248) 691-7165
www.oakparkmi.gov

SIGN APPLICATION

Submit application to the Building Division of the Technical & Planning Department

Sign Definition – The term “sign” shall mean the use of any words, numerals, figures, sculpture, devices, designs, insignia, imprints or trademarks by which anything is made known, advertised, or to promote the interests of any person, firm or corporation when the same is placed in view of the general public, whether displayed on a permanent or portable structure attached or not attached to a building, including painted directly on an exterior building wall or awning.

Application processing requires all requested information be correct, complete and legible. Each project requires a separate application. With each application, submit three (3) scaled drawings of proposed sign(s) and plot plan showing:

- Proposed sign location, including measurements from all lot lines and buildings (if applicable). Indicate location of other structures on the property, streets, alleys, easements, etc. Include dimensions of lot.
- Colors of the finished sign(s), indicating the size, shape, message, lettering style and materials.
- Building elevation sketches showing the position and size of each sign on the building and the location size of any existing sign(s) on the same structure.
- Upright view of sign including footing, brackets, supports, building side or structure to which attached, or related facts and include all dimensions.
- **Free-standing signs** – a site plan sketch showing the height of location of sign on the site, and verifying compliance with all setback requirements. **All free-standing signs shall have a footing inspection.**
- **Illuminated signs** – drawings shall include details regarding the location, type of fixture, color of illumination, and method of shielding the lighting equipment to prevent glare. Illuminated signs shall be located not less than one hundred (100) feet from a residential district.
- A licensed electrician shall obtain a separate permit for the sign connection, if applicable.
- Anyone installing a sign shall register as a Sign Erector (\$20).