



City of Allen Park BUILDING DEPARTMENT

15915 SOUTHFIELD ROAD
ALLEN PARK, MICHIGAN 48101-2599
PHONE: 313-928-4441 FAX: 313-928-1764
www.cityofallenpark.org

Temporary Sign Application

All sections of application MUST be completed before review and approval

Date: _____

Sign Location (Address): _____

Property Owner

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-Mail Address: _____

Dates to Display Sign

From: ____ / ____ / ____ To: ____ / ____ / ____

Type of Sign

- Pole Wall Awning Banner Balloon Double Face
 Neon Portable Ground Monument Illuminating Non-Illuminating

Material in Face of Sign

- Metal Wood Plastic Other: _____

Orientation of Sign

- Horizontal Vertical

Size of Sign

Height: _____ Length: _____ Depth: _____ Weight: _____

Signature: _____ Date: _____

Fee: \$35.00 per 20 sq. ft. of signage

Temporary Sign and Window Sign Regulations

Temporary Signage:

Permits shall be issued for a period not to exceed 15 days. Not more than 5 portable sign or outdoor banner sign permits shall be issued to any business, individual, or organization within any calendar year.

Portable Signs:

Portable signs shall not exceed 48 inches in height and 30 inches in width, including the frame or supporting structure. No portable sign shall be placed closer than 2 feet to any public driveway, street, alley, sidewalk, or other private property, nor placed upon any other property other than where the business or product advertised is located or sold.

Window Signs:

Window sign may not cover more than 50% of window space. No fee for window signs.

A SITE PLAN AND DRAWING MUST BE SUBMITTED WITH APPLICATION

For Office Use Only

Building Department comments: _____

Signature: _____ Date: _____