



VILLAGE OF ORTONVILLE
476 Mill Street, P.O. Box 928
Ortonville, Mich. 48462

Forms Instructions

The Village of Ortonville has created the following electronic forms. You may choose the way you enter your information. It can be filled in electronically if you download the form(s) to your computer or you may print out a blank copy and enter the required information in by using a pen (black or blue ink only)

If you choose to fill out electronically, forms are not retained on this or any other website. Saving a copy of a form is the sole responsibility of the entity filling out the said form(s).

Because of circumstances beyond our control, we suggest that the use of the web browser Firefox not be used to download or fill out your forms. Forms have been tested with the following browsers: Google chrome and Safari or with Adobe.

You should:

- Print out or save copy(ies)
 - For your personal or business records
 - Bring into our office during business hours, email or send via the U.S. Postal service*
- Sign all forms by those submitting said forms. Forms requiring Identification when signed must do so in the presence of an official Notary*
- Know that some forms require a fee(s), such as but not limited to, the Application for Plumbing form. If this is the case, your form should calculate the approximate charges*
- Know The Village of Ortonville retains the right to change forms and / or fees without notice.
- Know that some forms stipulate a specified time to turn in, such as no less than 30 (thirty) or 60 (sixty). All information must be turned in at that time. (i.e. Special Events Permit)

***FEES:**

- Sender is responsible for all shipping and handling as well as printing and processing of forms. The Village of Ortonville does not reimburse and is not responsible for forms lost, damaged, or delayed in transit.
- Notary services may be available for a nominal fee which applicant is responsible for. Check with your local banks, credit unions, Government entities for possible free of charge service.
- Any form that automatically calculates a fee should be double checked for accuracy. The Village of Ortonville, its employees, or authorized members are not responsible for errors in calculations, and the corrected fee(s) will need to be paid.
- All Fees must be paid at the time of submission:
 - If the form is emailed or sent via the U.S. Postal service - No action will be taken until the entity having responsibility for the form(s), appears in person at our office, for in person signature (if required), as well as submits the total fee(s) during regular business hours only.
- Inspections are only valid for the length of time listed on the form.
- Unless marked, all Fees should be considered non-refundable.



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Sign Permit Application

SIGN PERMT FEE:
\$125.00

Name of Applicant:

Date:

Address of Applicant:

Phone #:

Address Street City Zip Code

Name of Business:

Phone #:

Address of Business:

Zone:

Address Street City Zip Code

Sign Size (sq. ft)

Height:

Width:

Type of Sign (ground, wall, roof, etc.):

Method of Attachment:

Please attach a drawing / sketch or the proposed sign including dimensions of the sign, letters, height from ground, colors, etc.

The undersigned certifies that all sign construction shall be in conformance with all applicable state and local construction and zoning codes.

Signature: _____

Date:

Contractor's Name:

Contractor's Phone

Contractor's Address

Address Street City Zip Code



VILLAGE OF ORTONVILLE
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Sign Permit Application

I (We) the undersigned do hereby respectfully make application for a Sign Permit in the Village of Ortonville.
In support of this application, the following facts are shown:

Following are the names, current addresses, telephone numbers and type of interest in this property:

Name:

Phone #:

Address:

Number

Street

City

State

Zip Code

Interest in property:

Signature of above: _____

Name:

Phone #:

Address:

Number

Street

City

State

Zip Code

Interest in property:

Signature of above: _____

Name:

Phone #:

Address:

Number

Street

City

State

Zip Code

Interest in property:

Signature of above: _____

IF ADDITIONAL SIGNATURES ARE NECESSARY, PLEASE MARK THIS BOX

AND CONTINUE ON THE NEXT PAGE.



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476 Mill Street, P.O. Box 928
Ortonville, Mich. 48462
Sign Permit Application

Name:

Phone #:

Address:

Number

Street

City

State

Zip Code

Interest in property:

Signature of above: _____

Name:

Phone #:

Address:

Number

Street

City

State

Zip Code

Interest in property:

Signature of above: _____

IF ADDITIONAL SIGNATURES ARE NECESSARY, PLEASE MARK THIS BOX

AND CONTINUE ON THE BACK OF THIS PAGE.