



# City of Southgate – Mural Application/Checklist

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING

14400 DIX-TOLEDO ROAD, SOUTHGATE, MICHIGAN 48195

PHONE: (734) 258-3030 FAX: (734) 281-6670

[www.southgatemi.org](http://www.southgatemi.org)

*There is a \$50.00 Application Fee & \$20.00 Plan Review Fee for ALL Mural Permit Submittal's.  
Any additional fees will be applied to continue with the project, pending the approval process.*

DATE: \_\_\_\_\_

LOCATION \_\_\_\_\_

(When properly signed, this application grants permission to erect an approved)

<input type="checkbox"/> Wall Mural	Material:
<input type="checkbox"/> Wall Mural w/ electrical	Face:
<input type="checkbox"/> OTHER	Frame:

Horizontal Measurement:	
Vertical Measurement:	
Top of sign will be: (# of ft above ground)	
Lower edge will be: (# of feet above ground)	

Existing Sign	
Owner of Sign	
Address	
Phone	

Artist	
Address	
Phone	
Email	

Is mural illuminated?	
Electrical Contractor's Name:	
U.L. Approved?	
ESTIMATED COST: \$	FEE: \$

Signature of Applicant: X \_\_\_\_\_ Approved by: \_\_\_\_\_



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## MURAL PROJECT CHECKLIST

All applications must include:

1. Address
2. Rendering of mural.
3. If mural is illuminated, detailed description.
4. If illuminated, who the electrical contractor will be.

### Wall Murals:

1. Drawings of building, including length and height of each elevation
2. Measurement of sign, length and width.
3. Measurement from the top of the mural to the grade.
4. Measurement from the lower edge of the mural to the grade.
5. If an existing mural is being removed, enlarged or altered, indicate how the building face will be restored.
6. Drawing should indicate doorways for customer entry.
7. Murals must not contain words in any language, symbols or representations that are obscene, derogatory and/or political in nature.
8. Only one mural on one wall will be permitted.
9. Expansions or modifications of an existing mural must go through the application and review process as outlined in this section, prior to any mural installations.
10. Murals are prohibited on non-conforming uses.
11. Mural dimensions shall be submitted with the application in a square or rectangle format.
12. Applicants must provide a color rendering as part of the application process and the color(s) used must represent the actual color(s) of the full scale mural.
13. Murals may not be placed on the primary facade or the side of the building facing a major roadway or the same wall as a commercial sign.

### Approval Process:

- ✓ Once ALL application and supporting documents are submitted.
  - ✓ Building Director will have up to 14 days to review.
  - ✓ Building Director will either Approve or Deny application.
    - ✓ If approved by Building Director, application will be placed on the Planning Commission Agenda.
    - ✓ Planning Commission meets the 2nd Monday of the Month.