



**ELECTRONIC SIGN**  
**MESSAGE APPLICATION**

120 South Pleasant Street  
Belding, MI 48809  
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616-794-1900

*Instructions: For the City to best serve you, please print legibly and complete the application in full.*

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Message Start Date: \_\_\_\_\_

Message End Date: \_\_\_\_\_

Proposed exact wording requested for message: *(Helpful hint – Due to limited space and to maximize visibility, keep message short and to the point. We will contact you for additional approval if message requires revision.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that all information on this application is complete and accurate.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>FOR OFFICE USE ONLY:</b> Method application received: (circle one) U.S. Mail   E-mail   Drop-box   In-person Date received: _____ Received by: _____ Application approved by: _____ Date approved: _____ Date posted on electronic sign: _____ Posted by: _____ <b>IF REVISION IS REQUIRED:</b> Method contacted: (circle one) E-Mail   Telephone   Other: _____ Date applicant contacted: _____ Contacted by: _____ Revisions approved by: (if other than applicant): _____ Date: _____</p>
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