



ONLY ONE SIGN PER APPLICATION
\$200.00 PER SIGN REVIEW
\$50.00 FOR A PANEL INSERT

Planning and Zoning Department
47275 Sugarbush
Chesterfield Township, MI 48047
Phone: (586) 949-0400
Fax: (586) 949-0405
www.chesterfieldtp.org

Sign Review
Application Form

Office Use
Application # _____ Receipt # _____ Date _____
Admin Fee _____ Planner's Fee _____

I. TYPE OF REQUEST

- NEW SIGN LIGHTING SIGN RESURFACE IN-HOUSE RESURFACE
WALL SIGN WALL SIGN WALL SIGN
GROUND/MONUMENT GROUND/MONUMENT PYLON/GROUND
TENANT PANEL TENANT PANEL TENANT PANEL
OTHER OTHER

ELECTRICAL PERMITS ARE REQUIRED FOR ANY SIGNS WITH LIGHTING.

II. APPLICANT (ONLY ONE SIGN PER APPLICATION)

APPLICANT'S NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
EMAIL _____ PHONE _____

III. PROPERTY INFORMATION

BUSINESS/DEVELOPMENT NAME _____
BUSINESS/DEVELOPMENT ADDRESS _____
PARCEL # _____
BUSINESS/DEVELOPMENT COMMERCIAL - TYPE OFFICE - TYPE
INDUSTRIAL - TYPE OTHER
SHOPPING CENTER NAME _____

IV. REQUEST DETAIL DIMENSIONS (LENGTH BY WIDTH)

PROPOSED SIGN AREA (SQ FT) _____ HEIGHT (FT) _____ BLDG LINEAL FT _____

V. SIGNATURE (This application form must be signed by either the applicant and/or legal owner of property)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT/OWNER _____ PRINT/TYPE NAME OF APPLICANT/OWNER _____

- A BUILDING PERMIT AND ELECTRIC PERMIT IS REQUIRED AFTER APPROVAL
ALL SIGNS MUST HAVE 6" ADDRESS IN CONTRASTING COLOR LOCATED ON THEM

All sign applications shall be accompanied by a sign drawing and site plan illustrating the location of the sign on the plan. The following information shall be provided:

- 1) A scaled plan showing the location of the sign and all structures located within one hundred (100) feet of the sign, both on and off the site.
- 2) The location of the sign in relation to all existing and proposed streets, parking areas, and site entrances within one hundred (100) feet. (Including existing signs)
- 3) A scaled drawing of the proposed sign specifying the height of the sign above the ground, the surface area and material of the sign, the lettering as it will appear on the sign, method of illumination, and any other information as the Planning Administrator deems necessary to the understanding of the requested application. (See Example on next page)
- 4) If submitting color drawings, you must submit 12 copies. **NOTE: ALL INFORMATION ON THE FRONT OF THE APPLICATION MUST BE COMPLETED INCLUDING ZONING DISTRICT. IF ANY PART IS INCOMPLETE, APPLICATION WILL BE RETURNED TO SENDER.**
- 5) Pay **\$200.00** per sign, 1 sign per application for reviews by the Planning Commission at its next regularly scheduled meeting. If one zoning lot includes more than 5 signs, then \$200 each for the first 5 signs, and \$175 each after the first 5 signs.
\$85 for each additional sign type – temporary, window, etc.

APPLICATIONS MUST BE SUBMITTED AT LEAST FOURTEEN (14) DAYS PRIOR BY NOON, TO BE CONSIDERED AT THE NEXT REGULARLY SCHEDULED MEETING. IF SIGN COMPANY CAN NOT ATTEND, A REPRESENTATIVE MUST BE PRESENT AT THE MEETING FOR THE SIGN REVIEW.

Date: _____

Applicant or Owner Signature

Owner Signature (If Ground Sign Application)

ALL APPROVED APPLICATIONS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT FOR ISSUANCE OF A BUILDING PERMIT