

Sign Permit Application Instructions (Fees effective 02/01/05)

1. General Information:

- a. Applications to be submitted for review must be submitted on the attached form with all information typed or printed in ink.
- b. Submit two (2) copies of a plan, drawn to scale, which shows the dimensions and face of the proposed sign.
- c. Submit two (2) copies of a plot plan showing the location of the sign.
- d. The application and plans shall be submitted to the Planning Department for review.
- e. Applicants for all illuminated type signs shall be required to register their sign specialty contractor's license with the Township. A copy of the license shall accompany the sign permit application form.
- f. Sign specialty contractors shall obtain a sign connection permit as a requirement for final approval of illuminated sign applications.
- g. **Inspection of each sign is required prior to or at the time of installation. Failure to schedule inspections at the time of installation could result in the removal of the sign for inspection.**

2. The fees are as follows:

- a. Ground signs \$150.00
- b. Wall signs..... \$100.00
- c. Real estate development signs (valid 18 months)..... \$75.00 plus \$200.00 bond
- d. Electrical permit (from Building Department)..... \$90.00 (minimum)
(This is necessary if sign is illuminated)
- e. Registration in West Bloomfield Township..... \$25.00
(contractors only)

3. Temporary Signs: (NEED ZONING BOARD OF APPEALS APPROVAL)

- a. You need to apply to the Zoning Board of Appeals for their approval; the application fee is \$100.00 for temporary signs. Submit twelve (12) copies of a plan, drawn to scale, which show the dimensions and face of the proposed sign.
- b. Submit twelve (12) copies of a plot plan showing the location of the sign.
- c. Include the purpose of the temporary sign (WHAT TYPE OF EVENT); and the dates that the temporary sign will be erected and removed.
- d. Upon receipt of *all required information and fees, you will be placed on the tentative Zoning Board of Appeals agenda. Your meeting date will be confirmed four weeks prior to the actual meeting.*

4. If you have any questions, please contact the PLANNING DEPARTMENT at (248) 451-4876. WEST BLOOMFIELD TOWNSHIP, 4550 WALNUT LAKE ROAD, P.O. BOX 250130, WEST BLOOMFIELD, MI 48325-0130

SECTION NO. _____

DATE: _____

Sign Permit Application

West Bloomfield Township Planning & Building Departments
4550 Walnut Lake Road, P.O. Box 250130
West Bloomfield, MI 48325-0130
(248) 451-4876

Name of Business/Development: _____

Address/Sidwell No. Of Sign Location: _____

Applicant: _____ Phone No. _____

Address: _____ City & Zip Code: _____

Sign Contractor: _____ Phone No. _____

Address: _____ City & Zip Code: _____

Type of sign: Ground Sign _____ Setback from R-O-W: _____

Change of face sign only: _____

Wall Sign: _____

Real Estate Development: _____

Width/Frontage of Bldg.: _____

On-Site: _____ Off-Site: _____

Zoning District: _____ Permitted Sign Area: _____

Height of Sign: _____ Width of Sign: _____ Area of Sign: _____

Illuminated Sign: _____ Non-Illuminated Sign: _____

Letter of Permission from Property Owner: _____

I certify that the proposed work has been approved by the owner of record and that I have been authorized by the owner to make this application as his/her agent and I hereby agree to conform to all applicable ordinances of West Bloomfield Township.

_____ Date: _____

Signature of Applicant

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•• FOR OFFICE USE ONLY ••

Planning Department: Approved: _____ Denied: _____

Building Department: Approved: _____ Denied: _____

Permit Valid for: _____ Expiration: _____

Sign Permit fee: _____ Bond: _____ ZBA Case #: _____

Sign Electrical Circuit needed: Yes: _____ No: _____

Electrical Permit Fee: _____ Electrical Contractors License No.: _____

Sign Connection only fee: _____

Sign Specialty Contractors Registration Fee: _____

Sign Specialty Contractors License No.: _____

Total Fees Required: _____

Remarks: _____