MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 x 4
www.macomb-mi.gov

APPLICATION PACKET

FOR

GROUND, TEMPORARY OR PORTABLE SIGNS

APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

Please use only the forms provided with this application. No other forms, however similar, will be accepted.

The information contained herein represent requirements contained in the Macomb Township Zoning Ordinance #10

Michael D. Koehs, CMC
Township Clerk

CHECKLIST OF DOCUMENTS REQUIRED FOR GROUND SIGN PERMIT

MACOMB TOWNSHIP PLANNING COMMISSION
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 1 (Building Dept.), EXT. 4 (Clerk)

Please place a check mark in the box next to each item as you assemble the following required information. When complete, submit the completed application package to the Macomb Township Clerk's Office.

- ❑ One (1) completed Sign Application form, found on page 4.
- ❑ Payment of $440.00 per ground sign application. Please make your check payable to **'Macomb Twp. Treasurer' (*Funds are non refundable*).**
- ❑ Sixteen (16) copies of site plan drawn to scale, tri-folded, signed and sealed. The site plan must be properly dimensioned and include buildings, parking spaces, property lines, maneuvering lanes, driveways, and the location of all utility lines within twenty (20) feet of the proposed ground sign. **NOTE:** The applicant is encouraged to use the latest approved site plan for the parcel as the base drawing for the site to be submitted.
- ❑ Sixteen (16) copies of details of sign(s), in both plan and elevation view, drawn to scale and accurately dimensioned depicting the location, size, type, heights, lighting, lettering, color, materials and construction. Please refer to §20-5 and §20-7 of the Code of Ordinances for specific sign standards.
- ❑ A Certificate of Zoning Compliance is required for the use for which the sign is being requested. **Please enclose a copy of the Certificate of Zoning Compliance with this application**.
- ❑ One (1) copy of Documentation Supporting the Request form, found on page 5. This page is optional for this application.
- ❑ One (1) completed Affidavit of Ownership form, found on page 6.
- ❑ One (1) completed Verification of Recorded Legal Property form, found on page 7. **(*Applicant must have the Township Assessor verify the Legal Description*).**
- ❑ One (1) completed Building Permit Application, found on page 8. **Please contact the Building Department regarding any questions you may have relative to Building Permit Application Fees (*minimum of $25.00*). Such fees will be paid by the petitioner prior to the receipt of the permit.**
- ❑ One (1) completed Electrical Permit Worksheet and Application, found on pages 9 and 10. **Please contact the Building Department regarding any questions you may have relative to the Electrical Permit Worksheet and Application Fees. Such fees will be paid by the petitioner prior to receipt of the permit.**
- ❑ A separate check for the Building Permit Application and Electrical Permit Application Fee made payable to the "**Macomb Twp. Treasurer" (based *upon the information completed on pgs. 8-10*)**

GROUND SIGN, TEMPORARY SIGN AND PORTABLE SIGN APPLICATION REVIEW PROCESS

Step 1: Applicant submits completed application (see checklist to determine if complete).

Step 2: Applications for ground, temporary and portable signs must receive approval from the Planning Commission (see §10.0319(B,3)). This may be as part of a Site Plan approval process, or as a separate application.

Step 3: The application is forwarded to various Township departments for review *(township policy)*. Each department is asked to respond within 10 days, in writing with recommendations to approve, approve with conditions or deny the application to the Clerk's Office.

Step 4: If favorable reviews are received, the application is placed on the next available Planning Commission agenda for review, notices of which will be sent to owners and occupants of property within 300 feet of the subject property describing the nature of the request.

Step 5: The Planning Commission will review the application for conformance to the Zoning Ordinance regulations and will act accordingly to approve, approve with conditions or deny the application.

Step 6: If negative reviews are received and revisions to the plans are needed, the applicant will be notified of the requested changes. Once revised plans are received, they will be routed through the review process again to those requesting the changes (see Step 3).

Step 7: If the Planning Commission approves the sign, the applicant will be notified of the approval and their requirement to post a cash bond in the amount of $500.00 to assure the construction of the sign as approved.

Step 8: When the bond is received, copies of the approved plans, any application forms submitted by the applicant, and a letter communicating the results of the Planning Commission meeting is forwarded to the Building Official for review, with copies sent to the applicant and property owner.

Step 9: The Building Department will then process the Building and Electrical Permit applications and will notify the applicant when permits are ready and any fees required. Depending on the workload of the Building Department, <u>this may take up to an additional 5 business days to complete</u>.

Step 10: The applicant will then pay for and pick up their Building and/or Electrical Permits and install the sign according to the approved plans. When complete, the applicant must present copies of the final inspection verifications to the Clerk's Office along with a written request to release the bond.

Step 11: The Clerk's Office will request the Finance Department verify the township is holding the bond and request the Building Department, Water and Sewer Department and the Township Engineer to inspect the sign to verify it was built according to the approved plans.

Step 12: If the departments above do not recommend release of the bond, the applicant will be notified of the items that require attention. Once the applicant has addressed all concerns, they must submit a letter indicating the issues have been addressed. The Clerk's Office will then forward the request for another review to those requesting the changes.

Step 13: If favorable reviews are received, the Clerk's Office will place the request on the next available Township Board agenda for release.

Step 14: Once the bond is released by the Township Board, the Finance Department is notified and a check is written and sent to the party that posted the bond.

ALL APPLICANTS TAKE SPECIAL NOTICE OF THE FOLLOWING:

1. **Zoning Standards.** Applicants should refer to the Macomb Township Zoning Ordinance for size, placement and other relevant standards. The Township Zoning Ordinance is available for viewing online at www.macomb-mi.gov

2. **Attendance Required at Public Hearing.** The Macomb Township Planning Commission requires the Applicant or the Applicant's Representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date.

3. **Planning Commission Policy Regarding Request To Table.** Should the petitioner request the tabling of a scheduled matter, an amount equal to one-half the original fee shall be charged. Said fee shall be remitted to the Township within two working days of the rescheduling of the matter. If the fees are not paid, the matter may be withdrawn from the agenda.

4. **Department Review.** Submittal of this application does not imply that the plans are acceptable, the review of the information by all departments and agencies will indicate if they are acceptable.

5. **Fees.** A fee of $100.00 per ½ hour shall be charged for meetings with staff or planning consultant.

6. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted.

APPLICATION FOR GROUND SIGN PERMIT

MACOMB TOWNSHIP PLANNING COMMISSION
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 4

Only Complete Applications Will Be Accepted (PLEASE PRINT OR TYPE)

Permanent Parcel No. 08 - __ __ - __ __ __ - __ __ __

Project Name:_____

Applicant's Name:_____Phone:_____

Address:_____City:_____Zip Code:_____

Address of Property:_____Zone of Property:_____
(if different from applicant's address) (See Zoning Map of Macomb Twp.)

Applicants' Representative Name:_____Phone:_____
(if different from applicant)

Address:_____

City:_____State:_____Zip Code:_____

Applicant's Signature: _____

Location of Property:_____
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Property Frontage:_____Feet and Depth:_____

Existing Land Use:_____

Are there other on-site identification(s) of business in question (either existing or planned)? YES ☐ No ☐

If "YES" indicate the nature and location of said identification (Use Document Supporting the Request Sheet if additional space is needed)_____

_____

Is the sign illuminated? If yes, state type and location (Use Document Supporting the Request Sheet if additional space is needed)_____

GROUND SIGN APPROVAL REQUEST

☐ New Sign(s) on Approved Site Plan ☐ Revision of existing sign(s)

TYPE OF PROPERTY INVOLVED

CHECK ONE

☐ Residential ☐ Commercial
☐ Industrial ☐ Office
☐ Other

CHECK ONE

☐ Single Use
☐ Multiple Use (2 units or more
☐ Shopping Center (50,000 sq. ft., 3 or more units)

TYPE OF SIGN REQUSTED

☐ Ground ☐ Shopping Center ☐ Temporary/Portable
☐ Pylon ☐ Other _____

DOCUMENTATION SUPPORTING THE REQUEST

Name of Project_____

Permanent Parcel Number. 08 - __ __ - __ __ __ - __ __ __.

Applicant's Name_____**Phone**_____

Address_____**City**_____**Zip Code**_____

Applicants' Representative Name:_____**Phone**_____

Please provide a detailed description of the proposed project. For a revised site plan, please describe in detail the changes made from the original site plan. For a Certificate of Zoning Compliance or Site Plan Review, list number of employees to be on site for each work shift and number of vehicles, if any.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

PLEASE ATTACH ANY ADDITIONAL DOCUMENTATION SUPPORTING THIS REQUEST

_____

Applicant's Signature

AFFIDAVIT OF OWNERSHIP

PLEASE TAKE NOTICE that an Affidavit of Ownership must be filed with all development and variance applications in Macomb Township. **Proof of ownership or interest in the property must be attached (i.e. deed, land contract, option agreement, lease, etc.).** This requirement must be fulfilled in order to promptly process your application.

If the applicant is not the fee titleholder of the subject property, he/she is a purchaser according to _____, it is necessary to establish the fee title holder's intention and desire to have
(Land contract, option, lease, etc.)
the subject property receive Township approval.

(I), (We), _____, the undersigned fee title owner(s) of property
(name)
hereinafter referenced, acknowledge (my) (our) intention and desire to have the property described within the attached application for _____receive consideration by Macomb Township.
(type of application to be filed)

(I), (We) further authorize _____as a(n) _____
(name of applicant) (recite applicant's interest in property)
of the property, to process an Application with the Township of Macomb on (my) (our) behalf.

_____ _____
(name) (owner) (name) (owner)

_____ _____
(name) (owner) (name) (owner)

THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER:

08 - __ __ - __ __ __ - __ __ __

STATE OF MICHIGAN
ss.
COUNTY OF MACOMB

On this _____ day of _____, 200__, before me personally appeared _____
(name of applicant)
_____ to me known to be the person(s) described in and who executed the foregoing

instrument and acknowledged that _____ executed the same as _____
(he, she, they) (his, her, their)
free act and deed.

_____
Notary Public
Macomb County, Michigan
My Commission Expires: _____
Acting in Macomb County, Michigan

VERIFICATION OF RECORDED LEGAL PROPERTY

PROJECT NAME_____

Application To Be Filed (check off)

- ☐ Variance
- ☐ Rezoning
- ☐ Site Plan Approval
- ☐ Special Use Permit
- ☐ Revised Site Plan
- ☐ Tentative Preliminary Plat
- ☐ Final Preliminary Plat
- ☐ Preliminary Plan Review
- ☐ Final Plan Review
- ☐ House Move-on
- ☐ Sign(s)
- ☐ Certificate of Zoning Compliance
- ☐ Other _____

PERMANENT PARCEL NO. 08 - __ __ - __ __ __ - __ __ __ .

PUBLIC ROAD(S) FRONTAGE_____

ADDRESS OF PARCEL (if available)_____

OWNERS NAME_____

ADDRESS OF OWNER_____

LEGAL DESCRIPTION
(INSERT HERE)

Do Not Write Below This Line – Assessor's Use Only

Is the property proposed for use properly recorded with Macomb Township? ☐ YES ☐ NO

COMMENTS:

_____
Dan Hickey, Township Assessor

APPLICATION FOR BUILDING PERMIT

MACOMB TOWNSHIP

BUILDING AND ZONING DEPARTMENT

Dan Fairless
Building Official
Zoning Administrator

54111 Broughton Road
Macomb, MI 48042
Office Phone: 992-0710

*PLANS ARE APPROVED SUBJECT TO COMPLIANCE WITH MACOMB TOWNSHIP ORDINANCES WHETHER MARKED OR NOT.

NOTE: ALL REQUIRED PERMITS MUST ACCOMPANY THIS SUBMISSION. PERMIT FEES NOT REFUNDABLE.

Date _____

Project Address _____

Subdivision _____ Lot(s) _____ Zoning _____

Type of Project _____ Sq. Ft. _____

Proposed Use _____ Est. Cost _____

Owner _____ Address _____

City _____ State _____ Zip _____ Phone ( ) _____

Arch. Engineer _____ Address _____

City _____ State _____ Zip _____ Phone ( ) _____

Contractor/Applicant _____ Address _____

City _____ State _____ Zip _____ Phone ( ) _____

Fed. Employer I.D.# _____ Wkrs. Comp. Ins. Carrier _____
(or reason for exemption) (or reason for exemption)

M.E.S.C. Employer # _____ Bldr. Lic. # _____Exp. Date _____
(or reason for exemption)

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan and ordinances of Macomb Township. All information provided on this application is accurate to the best of my knowledge.

"Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject civil fines."

Applicant Signature _____ Dr. Lic.#_____

******Do not write below this line******

I/C 1st _____ sq. ft. _____ sq. ft.

_____

R Township Plan Code _____

Living Area: 1st _____ 3rd _____
2nd _____ 4th _____

Total Sq. Ft. _____

Garage _____ Base. _____ Crawl _____

Master _____ Slab _____

COMMENTS:

APPLICATION NO.:_____

Bldg. Dir.: _____

Before permit is issued approval must be obtained from the following:

Road Commission _____

Health Dept. _____

Soil Erosion _____

Construction Permit _____

Assessor _____

Engineer _____

Planning Commission _____

D.P.W.S- _____ Wtr. W- _____

Valuation _____

Permit Fee _____

Approach _____

Plan Review _____

Total Fees _____

Minus Application Fee_____

Total Due_____

ELECTRICAL PERMIT WORKSHEET
MACOMB TOWNSHIP
54111 BROUGHTON ROAD
MACOMB TOWNSHIP, MI 48042

Phone: 586-992-0710 Fax: 586-992-0720

COMMERCIAL

$150.00 PENALTY FOR WORK STARTED WITHOUT A PERMIT OR WORKING WITHOUT PROPER INSPECTIONS.

Location (include name of business)	Applicant
Contractor Phone # _____	Owner/Builder Phone # _____

****INSPECTIONS MUST BE CALLED IN 1 HR BEFORE CLOSING TO BE SCHEDULED FOR THE FOLLOWING DAY.***

REGISTRATION FEE $10.00 _____
BASE FEE $35.00 _____

	FEE	*QTY.*	*TOTAL*
1ST CIRCUIT	$ 5.00	_____	_____
Each add. circuit	$ 3.00	_____	_____
SIGNS	$ 35.00	_____	_____
SERVICES			
Temporary Service	$ 15.00	_____	_____
100 - 300 amp	$ 25.00	_____	_____
400 - 600 amp	$ 35.00	_____	_____
700 and up	$ 50.00	_____	_____
ITEMIZED FEES			
Air Conditioner	$ 30.00	_____	_____
Lamps or fixtures per 25	$ 15.00	_____	_____
Electric Heating Units	$ 10.00	_____	_____
Furnace	$ 15.00	_____	_____
Pools	$100.00	_____	_____
Light Poles	$ 15.00	_____	_____
Smoke Detector	$ 3.00	_____	_____
Signs	$ 25.00	_____	_____
Generators	$ 35.00	_____	_____

	FEE	*QTY.*	*TOTAL*
MOTORS **(horse power or K.W.)**			
1/4 to 10	$ 8.00	_____	_____
11-20	$ 10.00	_____	_____
21-30	$ 12.00	_____	_____
31-40	$ 15.00	_____	_____
41-50	$ 16.00	_____	_____
51-60	$ 17.00	_____	_____
61 and up	$ 20.00	_____	_____
UNDERGROUND TRENCHES			
First 100 ft.	$ 10.00	_____	_____
Each add. 100 ft.	$ 5.00	_____	_____
FEEDERS **(conduits, wireways, bus ducts)**			
First 100 ft.	$ 15.00	_____	_____
Each add. 100 ft.	$ 10.00	_____	_____
INSPECTIONS			
Special	$ 50.00	_____	_____
(includes carnivals, fairs, Christmas lot lighting and similar)			
Re-Inspection Fee	$ 35.00	_____	_____
Transfer Fee	$ 20.00	_____	_____

TOTAL $ _____

Electrical Contractor Affidavit: I hereby certify that the proposed work is authorized by the owner and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the state of Michigan and the local jurisdiction. "Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Complied Laws prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a building or property. Violators of section 23a are subject to civil fines."

_____
Contractor Date

Sign Contractor Affidavit: I hereby certify that the proposed work is authorized by the owner and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the state of Michigan and the local jurisdiction. "Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Complied Laws prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a building or property. Violators of section 23a are subject to civil fines."

_____
Contractor Date

ELECTRICAL PERMIT APPLICATION

MACOMB TOWNSHIP
Phone: 586-992-0710 54111 BROUGHTON ROAD Fax: 586-992-0720
MACOMB TOWNSHIP, MI 48042

AUTHORITY: ACT 230 PA 1972, as Amended.
COMPLETION: Installation shall not be started until application is filed.
PENALTY: Written order to stop construction.

Date of Application _____

State Owned _____YES _____NO

JOB LOCATION
Name of Owner _____

Address/Job Location _____

Has a building permit been obtained for this project?
_____ Yes _____ No _____ Not Required

CONTRACTOR/HOMEOWNER *(permit application MUST be signed)*

Contractor/Homeowner _____

Address _____ Phone _____

Federal ID # _____

MESC Employer # _____
(or reason for exemption)
Workers Comp Ins. Carrier_____
(or reason for exemption)

License # _____ Exp. Date _____

PLAN REVIEW REQUIRED
A plan review may be required before work is started on any building other than a single family dwelling less than 3,500 square feet. See below for details. Have plans been submitted for review?
____ Yes ____ No ____ Not Required

TYPE OF JOB

Single Family: ____	Remodel: ____
Special Inspection: ____	Service Only: ____
Manufactured Home: ____	
Commercial: ____	Industrial: ____
Sign: ____	Fire Alarm: ____

APPLICANT SIGNATURE Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts, being Section 125.1523a of the Michigan Compile Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

_____
Signature of Licensee or Homeowner

PLAN REVIEW REQUIREMENTS Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.

Exception 1: Alterations and repair work determined by the Electrical Inspector to be of a minor nature.
Exception 2: Work completed by a governmental subdivision or state agency costing less than $15,000.00.
Exception 3: A building containing not more than 3,500 square feet.
Exception 4: Wiring or alteration to an electrical system that costs less than $10,000.00 unless requested by administrative authority.