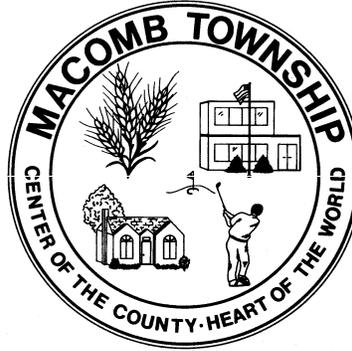


Macomb Township

54111 Broughton Road Macomb, MI 48042
(586) 992-0710 ext. 2276

www.macomb-mi.gov



APPLICATION PACKET

FOR

TEMPORARY GROUND SIGN FOR RESIDENTIAL BUILDERS

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 Planning Department.

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

CHECKLIST OF DOCUMENTS REQUIRED FOR TEMPORARY GROUND SIGN PERMIT

MACOMB TOWNSHIP PLANNING COMMISSION
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 Ext. 2276

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 Planning Department.

- One (1) completed Temporary Ground Sign Permit Application form, found on page 4. The developer of the subdivision must sign the application when the sign is proposed to be placed in the landscape easement.
- Payment of review fee of \$440.00 per ground sign application. Please make your check payable to **'Macomb Twp. Treasurer' (Funds are non refundable).**
- Eight (8) 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 line, 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.
- Eight (8) copies of details of sign(s), in plan and elevation view, drawn to scale and accurately dimensioned depicting the location, size (area), type, heights, lighting, lettering, color, materials and construction. Please refer to §10.0319 for specific sign standards.
- One (1) completed 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 Application, found on pages 9 & 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).**

TEMPORARY GROUND SIGN APPLICATION PROCESS

- Step 1:** Applicant submits completed application (see checklist to determine if complete).
- Step 2:** Applications for ground, temporary, portable and off-site 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 the Township department heads for review (*township policy*). Each department head is allowed 5 days to review the application and respond in writing with recommendations to approve, approve with conditions or deny the application to the Building Department.
- Step 4:** If favorable reviews are received, the application is placed on the next available Planning Commission agenda for review.
- Step 5:** The Planning Commission will review the application for conformance to the Zoning Ordinance regulations and acts 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 shall 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:** After the bond is received from the applicant, the Planning Department communicates the results of the internal review to the Building Official, indicating that a permit may be issued. Any Building or Electrical Permit applications received in Step 1, along with copies of the approved plans/drawings, will be forwarded to the Building Official, 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. The Building Department may take up to five (5) working days to process the permits.
- Step 10:** Applicant installs the sign according to the approved plans, and presents copies of final inspection verification to the Planning Department along with a written request to release the bond.
- Step 11:** The Planning Department 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 inspect the sign to verify it was built according to the approved plans.
- Step 12:** If negative reviews are received, 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 Planning Department will forward the revised plans for another review to those requesting the changes.
- Step 13:** If favorable reviews are received, the Planning Department 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 applicant.

PLEASE TAKE NOTICE – SPECIAL REQUIREMENTS & GUIDELINES:

1. **Expiration.** Approval is good for one year. A one year extension may be granted if requested in writing prior to the expiration date.
2. **Maximum Height/Size of Sign.** Temporary builder signs may be no larger than 4' x 8' (32 square feet) with a maximum height of 9.5'.
3. **Sign Placement.** All signs must be placed in the 20' landscape area of subdivision.
4. **Number of Signs Allowed.** Only one sign is allowed per entrance from a major road. All builders for entire development must share the same sign.
5. **Required Signatures.** All applications must be signed by both the builder and the developer.
6. **Attendance Required at Public Hearing.** The Macomb Township Planning Commission require the Applicant or the Applicant's Representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date.
7. **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.
8. **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.

APPLICATION FOR TEMPORARY GROUND SIGN PERMIT

MACOMB TOWNSHIP PLANNING COMMISSION
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 Ext. 2276

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

Permanent Parcel No. 08 - _ _ - _ _ - _ _ - _ _

Project Name _____

Applicant's Name _____ Phone _____

Applicant's Signature _____

Address _____ City _____ Zip Code _____

Address of Property _____ Zone of Property: _____
(if applicable) (See Zoning Map of Macomb Twp.)

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

Address: _____

City: _____ State: _____ Zip Code _____

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 _____

Please explain any special situation that may be part of this application. (Use Documentation Supporting the Request Sheet found on page 4 if additional space is needed).

Developer's Signature _____ **Date** _____

AFFIDAVIT OF OWNERSHIP

NOTICE TO ALL APPLICANTS FOR ZONING ORDINANCE REVISION OR RELIEF OR LAND DEVELOPMENT

PLEASE TAKE NOTICE that an Affidavit of Ownership must be filed with all applications for Zoning Ordinance Revision or Relief and Land Development in Macomb Township. **Proof of ownership or interest in the property must be attached; (i.e. affidavit, deed, land contract, option agreement, lessee, 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
(a land contract, option, lease, etc.)
have the subject property receive Township approval.

(I), (We), _____, the undersigned fee title owner(s) of property
(name)
hereinafter described, acknowledge (my) (our) agreement to permit/allow the property described within the attached application for _____ receive consideration by Macomb Township.
(application to be filed)

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

(name) (owner)

(name) (owner)

(name) (owner)

(name) (owner)

STATE OF MICHIGAN
ss.
COUNTY OF MACOMB

On this _____ day of _____, 20____, 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)

_____ free act and deed.
(his, her, their)

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)

- | | | |
|---|---|---|
| <input type="checkbox"/> Variance | <input type="checkbox"/> Technical Change | <input type="checkbox"/> House Move-on |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Tentative Preliminary Plat | <input type="checkbox"/> Sign(s) / Ground Sign |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Final Preliminary Plat | <input type="checkbox"/> Certificate of Zoning Compliance |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Preliminary Plan Review | <input type="checkbox"/> Temporary Ground Sign |
| <input type="checkbox"/> Revised Site Plan | <input type="checkbox"/> Final Plan Review | <input type="checkbox"/> 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:

Daniel Hickey, Township Assessor

APPLICATION FOR BUILDING PERMIT

MACOMB TOWNSHIP

54111 Broughton Rd. Macomb, MI 48042
(586) 992-0710 Fax (586) 992-0720

BUILDING AND ZONING DEPARTMENT

Joseph G. Maples
Building Official

*PLANS ARE APPROVED SUBJECT TO COMPLIANCE WITH MACOMB TOWNSHIP ORDINANCES WHETHER MARKED OR NOT.
NOTE: ALL REQUIRED PERMITS MUST ACCOMPANY THIS SUBMISSION. APPLICATION FEES ARE NON-REFUNDABLE.

Project Address		Subdivision		Lot Number
Property Owner			Address	
City	State	Zip	Phone Number	

Contractor/Applicant Name			Last 4 Digits of Driver's License Number	
Contractor/Homeowner Address		City	State	Zip Code
Phone Number	Last 4 Digits of Builder's License Number	Expiration Date	Email Address	

Type of Project				
<input type="checkbox"/> Single Family	<input type="checkbox"/> Attached Condo	<input type="checkbox"/> Apartment	<input type="checkbox"/> Commercial/Industrial	
<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Addition	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Deck	<input type="checkbox"/> Accessory	<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Wall Sign
<input type="checkbox"/> Concrete	<input type="checkbox"/> Pergola	<input type="checkbox"/> Gazebo	<input type="checkbox"/> In-ground Pool	<input type="checkbox"/> Above Ground Pool
<input type="checkbox"/> Other Description: _____				Estimated Cost \$ _____

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 Macomb Township. All information submitted on this application is accurate to the best of my knowledge.	
Section 23a of the state construction code act 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 to civil fines.	
Applicant Signature	Date

****DO NOT WRITE BELOW THIS LINE****

Ind/Comm: 1st _____ sq. ft. Total _____ sq. ft. Residential Township Plan Code: _____ Living Area: 1st _____ 2nd _____ 3rd _____ Total Sq Ft: _____ Garage: _____ Bsmt: _____ Crawl: _____ Comments: _____ _____ _____ _____ _____ Application No: _____ Occupancy Load: _____ Construction Type: _____ Use Group: _____ Sprinkler System: [] Yes or [] No	Before permit is issued approval must be obtained from the following: Soil Erosion Permit: _____ Engineer Fee: _____ Project Valuation: _____ Permit Fee: _____ Approach Permit Required: _____ Plan Review Fee: _____ Total Due Fee: _____
---	--

Building Director: _____

ELECTRICAL PERMIT APPLICATION

MACOMB TOWNSHIP

54111 BROUGHTON ROAD

MACOMB TOWNSHIP, MI 48042

Phone: 586-992-0710

Fax: 586-992-0720

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 _____

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 _____

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

TYPE OF JOB	
Single Family: _____	Remodel: _____
Special Inspection: _____	Service Only: _____
Manufactured Home: _____	
Commercial: _____	Industrial: _____
Sign: _____	Fire Alarm: _____

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

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.