

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 x 2276
www.macomb-mi.gov



APPLICATION PACKET FOR GROUND 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 Planning Department.

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

CHECKLIST OF DOCUMENTS REQUIRED FOR GROUND SIGN PERMIT

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 Sign Application form, found on page 3.
- 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 a site plan drawn to scale. 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 the Macomb Township Sign Ordinance for sign standards.
- A Certificate of Zoning Compliance is required for the use for which the sign is being requested.
- One (1) completed Affidavit of Ownership form, found on page 4.
- ONLY IF A SEPARATE ELECTRICAL METER IS PROPOSED: One (1) complete Address Assignment Form found on page 5. (*Applicant must have address issued by the Planning Department prior to submitting for a building permit.*)

GROUND SIGN APPLICATION PROCESS

- Step 1:** Applicant submits completed application (see checklist to determine if complete).
- Step 2:** Applications for ground signs must receive approval from the Planning Commission. This may be as part of a Site Plan approval process, or as a separate application.
- Step 3:** The application is forwarded to applicable Township departments for review. Each department is asked to respond within 10 days, in writing with recommendations to approve, approve with conditions or deny the application to the Planning 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 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 they will be required to file a building permit application and post a cash bond with the Building Department.

APPLICATION FOR GROUND SIGN APPROVAL

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: _____

Applicants Name: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

Address of Property: _____ Zone of Property: _____

(if different from applicants 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

Existing Land Use: _____

Are there other ground signs on the site (either existing or planned)? Yes No

If "Yes" indicate the nature and location of said signs:

GROUND SIGN APPROVAL REQUEST

New Sign(s)

Revision of existing sign(s)

TYPE OF PROPERTY INVOLVED

CHECK ONE

CHECK ONE

Residential

Commercial

Single Use

Industrial

Office

Multiple Use (2 units or more)

Other

Shopping Center (50,000 sq. ft., 3 or more units)

Sign Area: _____

Sign Height: _____

Electronic Reader Board Area: _____

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
(Land contract, option, lease, etc.)

and desire to have the subject property receive Township approval.

(I), (We) _____, the undersigned fee title owner(s) of property
(name)

Hereinafter referenced, acknowledged (my) (our) agreement to permit/allow 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 - ____ - ____ - ____

THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING ADDRESS, IF ASSIGNED:

APPLICATION FOR METER / OTHER ADDRESS ASSIGNMENT
MACOMB TOWNSHIP PLANNING DEPARTMENT
992-0710 x-2276

NAME OF PROJECT OR SITE: _____

Type of Request: ___ Electrical Meter ___ Water Meter ___ OTHER _____

Parcel ID #: 08-_____

Parcel Street Name: _____

NEAREST MAJOR CROSS STREETS/ROADS: _____

Owner: _____

Address: _____

PLEASE SUBMIT THE FOLLOWING INFORMATION TO THE PLANNING DEPARTMENT:

Site plan or sketch showing the following:

- Location of Meter / OTHER. (Please confirm it is on the correct road side)
Indicate if it is a water meter or electrical meter, or OTHER (please list).
- If this is a water meter, you must have written approval from Water Department Superintendent verifying the location.

Signature (print below)

Representing (Company)

NAME

Contact Address

Contact Phone Number

Email Address

Date Submitted