

Southfield Township

REQUIRED INFORMATION FOR SIGN PERMIT APPLICATIONS

Applications for Sign Permits shall be made upon forms provided by the Clerk's Department for this purpose and shall contain the following information:

- A. Name, Address and Phone Number of Applicant.
- B. Location of the building, structure or lot on which the sign is to be attached or erected.
- C. Position of the sign on the building, structure or lot on which the sign is to be attached or erected.
- D. Relationship of the sign to relevant property lines and to nearby and/or abutting property, building(s), structures(s) and signs with complete distance dimensions or a plan drawing made to a specified scale, such as one inch equal to eight feet (scale 1" = 8').
- E. A minimum of two (2) copies of sign plan with all pertinent data, including highest point, low point clearance, face width and/or outline, total face area with the calculations used to obtain same and method of mounting.
- F. Name and address of the sign erector.
- G. Insurance policy as required in Section 151.127 and/or performance bond, as required.
- H. Such other information which the Building Inspector may require to show full compliance with this and other applicable laws of the Township of Southfield and the State of Michigan.
- I. When public safety so requires, the application containing the aforesaid material shall, in addition, bear the certificate or seal of a registered structural or civil engineer as a condition to the issuance of a permit.

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APPLICATION FOR TEMPORARY SIGN PERMIT

Application is hereby made for a permit to erect/alter a sign on the property described herein:

Sign Location Street Address: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Email: _____

Sign Owner Name: _____

Sign Owner Address: _____

Sign Owner Phone: _____ Email: _____

Applicant Signature

License Expiration Date

ZONING ORDINANCE SECTION §151.130 SIGN REGULATIONS (IN PART)

B-2 ZONE DISTRICT – Section § 151.130- Temporary signs permitted upon special approval by Sign Administrative Committee. In addition to those signs requiring Planning Commission/ Zoning Board approval under Section §151.126 the following types of Temporary Signs may be approved by the Sign Administrative Committee as established at Section §151.130. If the Committee withholds its approval or the proposed sign does not meet the specific requirements Of this section, the applicant may request a hearing before the Planning Commission/Zoning Board.

DESCRIPTION OF PROPOSED SIGN:

Type: Banner Going Out of Business Interim Temporary

If a wall sign, indicate wall to be used: Front Rear Side

Size: _____ x _____ = _____ square feet

Materials: Metal Wood Plastic Glass

Number of display faces: _____

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SIZE: Size of Temporary Signs shall not exceed 14 square feet per side. Only one (1) Temporary Sign is permitted on a premise. Banners, pennants and streamers may not extend in length more than 14 feet.

DISPLAY LIMITS: Time of display may be for a period not to exceed the (10) days, except that a "Going Out of Business" sign, and an interim sign pending delivery of a permanent Sign meeting Ordinance requirements may be allowed up to thirty (30) days. Extension for a further thirty (30) day period may be approved.

STATEMENT AND CERTIFICATION:

Plans to be submitted in duplicate with this application.

Temporary signs exceeding the above size and duration limits must be approved by The Planning Commission/Zoning Board.

If required, a representative must attend the Planning Commission/Zoning Board meeting at which the application is considered for approval.

Estimated cost: \$ _____

Permit fee: \$ _____

I hereby certify that the above answers are correct and true.

Applicant's Signature

Date

NOTARY:

State of Michigan

ss:

County of Oakland

Subscribed and sworn to me this _____ day of _____, 20____.

Notary Public Signature _____

My Commission expires: _____

_____ County, Michigan

=====
For office use only.

Planning Board Approval: _____

Inspector's Approval: _____

Sign Permit Number: _____ Date: _____

8/27/2021 Updated

151.130 TEMPORARY SIGNS.

The following types of temporary signs may be approved by the Administrative Sign Committee as established in XX 151.137. If the committee withholds its approval or the proposed sign does not meet the specified requirements of this section, the applicant may request a hearing before the Planning Commission. Signs exempted in XX 151.126 and meeting the requirements set forth in the Schedule of Sign Regulations do not require Administrative Sign Committee approval.

(A) Temporary Signs:

- (1) Exterior banners, pennants, spinners and streamers, including those for new store openings, special events, happy hours, and festivals.
- (2) Signs inside store windows advertising sales.
- (3) Going out of business signs.
- (4) Interim signs on a building until a permanent sign is constructed.
- (5) Portable signs.
- (6) Signs, banners and flags when in the nature of special decorative displays used for promotions of civic welfare or charitable purposes.

(B) Size of temporary signs shall not exceed 14 square feet. Only one temporary sign is permitted on a premise. Banners, pennants, and streamers shall not extend in length more than 14 feet.

(C) Time of display may be for a period not to exceed ten days, except that a "going-out-of-business" sign, and an interim sign pending delivery of a permanent sign meeting ordinance requirements may be allowed up to 30 days. Extension for a further 30-day period may be approved.

(D) No temporary sign may extend over or be located on a public street right-of-way.

(E) Temporary signs exceeding the above size and/or duration limits, require approval by the Planning Commission.

(Ord. 176, passed 1/9/90; Am. Ord. 204 passed 6/9/09 & Ord. 209 passed 5/8/18)

Penalty, see XX 10.99

Prohibited Signs

- Signs with visible moving parts
- Signs with flashing lights
- Exterior strung lights on commercial premises other than holiday decorations
- Noise-making devices and components
- Signs with unedged or uncapped letters
- Signs on a tree or utility pole
- Signs erected, constructed, and/or maintained on or above the roof of a building or any portion thereof
- Signs painted directly on the exterior or interior surface of a building
- Signs relating to a business activity, use, service, or product not performed or sold on the premises upon which the sign is displayed
- Signs that pose a safety hazard
- Signs that are not in compliance with Chapter 151 of the Code
- Signs that are not defined in this chapter or listed in this schedule

(Ord. 209, passed 5-8-18)