

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 EXTENTION OF TEMPRARY SIGN PERMIT

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

LOCATION:

Number & Street: _____

Name of Applicant: _____

Address of Applicant: _____ Zip: _____

Phone Number of Applicant: _____

Name of Sign Owner: _____

Address of Sign Owner: _____

Phone Number of Sign Owner: _____

Signature of Applicant

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 §151.137. 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: _____

(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. See 151.030

(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; Am. Ord. 209, passed 5-8-18) Penalty, see § 10.99

§ 151.131 SIGNS PROHIBITED.

In addition to other regulations of this subchapter, including exempt signs found in § 151.126, the following types of signs are prohibited:

(A) Any sign which has any visible moving part, visible revolving parts, or visible mechanical movement of any description or other apparent visible movement achieved by electrical, electronic, or mechanical means, including intermittent electrical pulsations, by action of normal wind current, or by any other means;

(B) Signs or displays employing moving or flashing lights, including search lights, strobe lights, flashing light bars, and other similar lighting features;

(4) In all zone districts, the setback of the sign shall be a minimum of the sign height from the property line. The sign shall not be located within any public right-of-way.

(5) An off-premises real estate sign (such as, "open house" sign) not to exceed four square feet in area and three feet in height above grade is permitted for purpose of directing to a premises which is for sale, rent or lease provided it is not located on a street right-of-way. Permission to locate an off-premises sign on private property shall be obtained from the owner or occupant of the property on which the sign is located. Failure to comply with this condition shall be cause for immediate removal of the sign.

(B) *Small accessory signs.*

(1) Any accessory sign erected on a premise which is not more than two square feet in area.

(2) The total area of all small accessory signs on one premise shall not exceed four square feet.

(C) *Garage sale signs (including yard sale, estate sale, basement sale).*

(1) Shall not be more than three square feet in area.

(2) Shall not exceed two signs per premises.

(3) Shall not be placed on property more than seven days in any 180-day period. *Sec 151.126*

(D) *Directional signs.* The size shall not be more than six square feet and the height shall not be more than three feet.

(E) *Noncommercial signs.* All noncommercial signs shall be subject to the following regulations:

(1) The size of the sign shall be a maximum of four square feet.

(2) No more than two noncommercial signs may be located on one property.

(3) All noncommercial signs may be located on the owner's property for a period not to exceed 60 days in any single calendar year. If the owner wishes to post the sign for longer than the original 60-day period, approval is required from the Administrative Sign Committee.

(4) No noncommercial sign shall be placed in the public right-of-way.

(F) *Noncommercial banners.* The size of the banner shall be a maximum of 14 square feet and the length shall be a maximum of 14 feet. They shall only be permitted in the RE, R-1 zone districts.

(G) *Institutional signs.* The size of the sign shall be a maximum of six square feet. The maximum height shall be ten feet, and they shall only be permitted in the B-2 district.