

**CITY OF WOODHAVEN, MICHIGAN
CBD SIGN REVIEW APPLICATION**

**THIS APPLICATION MUST BE COMPLETED
AND RETURNED TO THE WOODHAVEN CITY CLERK'S OFFICE**

FOR CITY USE:	Fee Paid _____
Sign Review No. _____	
Applicant's Name _____	
Date Received _____	Received By _____

NOTICE: IT IS IMPERATIVE THAT YOU CAREFULLY REVIEW CHAPTER 110, ZONING ARTICLE V, SUPPLEMENTAL REGULATIONS, DIVISION 7 SIGNS SEC. 110-711 THROUGH 110-714 PRIOR TO COMPLETING THIS APPLICATION. COPIES OF THE ZONING ORDINANCE MAY BE OBTAINED AT THE CITY CLERK'S OFFICE OR ON THE INTERNET AT WWW.WOODHAVENMI.ORG. FAILURE TO SUBMIT ALL NECESSARY INFORMATION IN AN ACCURATE AND LEGIBLE FORM WILL ONLY RESULT IN DELAYS AND ADDITIONAL FEE REQUIREMENTS.

PLEASE TYPE OR PRINT

To The Downtown Development Authority and Planning Commission:

I (We) the undersigned, do hereby respectfully make application for sign review of the following described property:

APPLICANT
CHECKLIST
Yes No N.A.

1. The property is located on

() () ()

between _____ and _____

on the _____ side of the street.

2. The property is part of a recorded plat and is known as

() () ()

Lot(s) Number _____ of

_____ (Subdivision).

Has frontage of _____ feet, depth of _____ feet.

3. The property is in acreage, and is not therefore a part of a recorded plat: The subject property is legally described as follows: (Indicate dimensions along all street frontages).

() () ()

4. The subject property is owned by: () () ()

Name: _____
Street Address: _____
City, State & Zip: _____
Phone: _____ Fax: _____
Email Address: _____

5. Firm or Individual requesting site plan review of above described property: () () ()

Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ Fax: _____
Email Address: _____

6. Name of Sign Company (if different than No. 5 above):

Owner/Contact Name: _____
Address: _____
City, State & Zip: _____
Phone: _____ Fax: _____
Email Address: _____

7. Name of Business Owner _____

Owner/Contact Name: _____
Address: _____
City, State & Zip: _____

Phone: _____ Fax: _____

Email Address: _____

8. It is proposed that the property will be developed as follows: () () ()

9. It is proposed that the following type(s) of sign is being proposed: () () ()

(a site plan, drawn to scale) indicating the location of each sign listed below is required. If wall signs are involved you must provide accurate dimensions on the length and height of the façade(s) occupied by the space occupied by the use involved.

- a. Wall sign, Primary _____
- b. Wall sign, Secondary (no. of signs) _____
- c. Monument _____
- d. Pylon _____
- e. Directional _____
- f. Electronic, gas prices only
- g. Electronic, moving copy

10. All applicable data listed below must be included on all sign site plans submitted for review and processing.

- a. Description of site (metes and bounds description or lot numbers). () () ()
- b. Area of site (in square feet and acres). () () ()
- c. Date, north point and scale (scale shall not be less than 1"=50' if subject property is less than three acres, and 1"=100' if more than three acres). () () ()
- d. Dimensions on all property lines, building setbacks with foot print of adjacent buildings/structures with 100 feet of the property boundaries. () () ()
- e. The location of all existing structures and proposed structures on subject property. () () ()
- f. The location of all existing structures within 100 feet of the subject property. () () ()
- g. Zoning classification of subject property and all adjacent properties. () () ()

- h. The location of all existing and proposed drives, turning lanes, parking areas, parking spaces including handicapped. () () ()
- i. Elevations of existing & proposed building(s). (Typical elevations may be submitted if buildings are the same). Elevations to include existing wall sign(s). () () ()
- j. The location and width of private and public sidewalks within the site and public sidewalks adjacent to the site. () () ()
- k. Location and size details of any freestanding or wall signs proposed. () () ()
- l. All electronic signs such as gasoline pump prices and electronic message centers with changing copy shall be processed pursuant to applicable standards within the appropriate Zoning District Sign Ordinance within Sec. 110-714. () () ()
- m. The name, address and phone number of the person(s) preparing the plans. () () ()
- n. Attach thirty (30) **folded** color copies of the sign site plan, one (1) copy of the application and applicable fee. () () ()
- o. If sign is in the Central Business District, please refer to the Downtown Sign Design Guidelines and boundary map. () () ()

11. If the petitioner is a representative of the sign supplier, the petitioner agrees to inform the owner that their attendance at the Planning Commission Meeting is required.

I certify that the above required information is shown on the Sign Site Plan and included on this form. (Incomplete site plans will be returned to applicant and presentations postponed until complete information is provided).

Note: Approval of the sign site plan by the Downtown Development Authority and Planning Commission does not infer any approval of engineering or building details and plans.

Print Name of Petitioner/Owner

Phone #

Signature of Petitioner/Owner

Date