

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

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

|                                       |                |
|---------------------------------------|----------------|
| <b>FOR CITY USE:</b>                  | 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 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 at

( ) ( ) ( )

\_\_\_\_\_

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 or part of a grouping of buildings. ( ) ( ) ( )

Please specify the Tax ID number assigned to the property on which the building you are requesting sign approval.

Tax ID number \_\_\_\_\_

- a. Has the building/use involved in your request been assigned a specific public roadway frontage?

No \_\_\_ Yes \_\_\_

If yes, please give a description of the site area, and the frontage involved. Please indicate if there are any existing freestanding signs on this frontage and where they are located.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

5. Firm or Individual requesting sign 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. 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

8. Applicable data required on all sign request site plans is as follows:

- a. Property descriptions as previously requested. ( ) ( ) ( )
- b. Contact person and all necessary access information. ( ) ( ) ( )
- 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. The space occupied by the applicant shall be specifically depicted on the site plan together with all other existing and proposed structures within 100 feet of applicant's location together with setbacks to exterior property lines. ( ) ( ) ( )
- e. The applicant's space shall be accurately dimensioned along each façade occupied by the applicant. ( ) ( ) ( )
- f. Zoning classification of subject site and adjacent properties. ( ) ( ) ( )

- g. For each of the signs proposed the applicant shall provide a drawing indicating the any background panels, lettering, type of letters and lighting. Any such drawings shall be to scale and dimensioned together with a summary schedule indicating the size(s) permitted and the size(s) proposed. ( ) ( ) ( )
- h. In situations involving wall signs the applicant shall provide copies of the building elevations involved (to scale). If this is a replacement sign an indication of the prior signage shall be provided. ( ) ( ) ( )
- i. In situations involving freestanding signs the applicant shall furnish detailed drawings of the proposed sign together with all necessary dimensions indicating height, width of the sign its mounting backgrounds and supports together with setbacks. If this is a replacement of sign faces a drawing of the existing sign is necessary. Applicant shall check with the City regarding utility easements that may influence location and setback. The location of any existing or proposed parking areas, driveways, turning lanes and public sidewalks within twenty-five feet of the proposed sign shall also be included. ( ) ( ) ( )
- j. 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. ( ) ( ) ( )
- k. Attach fourteen (14) copies of the sign site plan and one (1) copy of the application and applicable fee. ( ) ( ) ( )
- 9. 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 and any additional fees are paid.

Note: Approval of the sign site plan by the 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