

**CITY OF WOODHAVEN  
PROCEDURE FOR SIGN SITE PLAN REVIEW**

1. Obtain a copy of the appropriate Sign Site Plan Review Application at the City Clerk's Office within City Hall and inquire as to fees.
2. The person(s) retained to develop the sign site plan shall be responsible for securing a copy of the Zoning Ordinance, Art. V. Supplementary Regulations, Division 7. Signs, Sections 110-711 thru 110-714 and following the requirements therein.
3. Fill out the application in its entirety and return together with sign review fee and fourteen (14) folded copies of the sign site plans to the City Clerk's Office.
4. Sign Review Plans are reviewed by the Planning Commission at their regular meeting on the second Tuesday of each month at City Hall beginning at 7:00 p.m. In order to be heard at this meeting, all necessary information must be submitted no later than fourteen (14) calendar days prior to this date.
5. The Planning Commission will review the application at the scheduled meeting. The applicant or appointed representative shall be present at the meeting. After review and discussion, the Planning Commission takes one of the following courses of action regarding the sign review application as submitted:

(A) Approval: If the sign site plan meets the requirements set forth in the Zoning Ordinance, approval is granted and no additional Plans need be submitted. "Final Approval" is indicated on two (2) copies of the site plan(s) and application and signed and dated by the Planning Commission Chairman. One copy of the signed plan(s) will be retained by the Planning Commission in care of the City Clerk's Office, and the other by the Building Department. The approved site plan together with approved Engineering and Building plans will be necessary before any building permit (s) may be issued. Failure to comply with any required conditions of approval will prevent the issuance of a building permit.

(B) Conditional Approval: If minor changes in the sign site plan are necessary to meet the requirements set forth, the applicant is so informed. "Conditional Approval" is indicated on two (2) copies of the Sign Site Plan(s) and Application together with the requested changes. The Planning Commission Chairman shall sign and date these plans. In this case, a second plan must be prepared (incorporating the necessary changes) and be submitted to the Building Department. Three (3) copies required. The Building Inspector shall review the revised sign site plan, thereby insuring that the specific terms of the approval have been met. If the changes have been properly provided, the Building Inspector shall so note on each of the three (3) copies, attach two to the original "Conditional Approval" site plans filed with the Clerk's Office and Building Department and return one to the Planning Commission. The completion of this procedure constitutes approval as outlined in item (A) above. If the terms of approval have not been met, the plans will be returned to the applicant for further revision.

(C) Disapproval: If the sign site plan does not adhere to City ordinances or extensive revisions of the sign site plan are necessary to meet the requirements of the Zoning Ordinance, the plan shall be disapproved and the applicant will be requested to submit an alternative sign site plan. In this case, "Disapproval" shall be written on the sign site plan and application together with the reasons for such disapproval. The Planning Commission Chairman shall sign and date two (2) copies, file one with the Planning Commission care of the City Clerk's Office and one with the Building Department.

(D) Table: The Planning Commission may table a sign site plan and application for lack of representation, the need for additional information or clarification of a question or other reasonable purpose. In tabling, the Planning Commission shall adhere to its established procedures of parliamentary procedure.

6. If any technical questions develop after study of the requirements, please call the Building Department or City Clerk's Office for information. While we wish to assist you in your submission we cannot prepare your application or site design.
7. Approval of the sign site plan by the Planning Commission does not infer any approval of engineering or building details.
8. Before submitting your application, please double check for completeness and accuracy. Incomplete applications only result in unnecessary delays.