

CHARTER TOWNSHIP OF ORION



2525 Joslyn Road
Lake Orion, MI 48360
(248) 391-0304 ext.154

APPLICATION FOR SIGN APPROVAL

Case Number SZ _____ - _____

PROOF OF OWNERSHIP MUST BE INCLUDED IN THE APPLICATION

(Acceptable documentation includes: Warranty Deed, Quit Claim Deed, Land Contract, and Option to Purchase with a Copy of the Warranty Deed. If the applicant is not the property owner, then written authorization from the property owner must be included.)

Date _____ Sign Name _____

Applicants Name _____

Address _____

City/State/Zip Code _____

Phone # _____ Fax # _____ E-Mail _____

Name of Property Owner _____

Address _____

City/ State/ Zip Code _____

Phone # _____ Fax # _____ E-Mail _____

Location or Address of Sign _____

Sidwell Number _____ Nearest Cross Streets _____

Zoning Classification _____

The following **MUST** be included with this application: (Note: The following is only a short outline – applicant should obtain Sign Ordinance 138 on line at www.orientownship.org)

1. Proof of Ownership

- a. Warranty Deed, Land Contract or Title Policy of property owner (not lessee).
- b. Written consent from property owner if business occupies a lease space.

2. Wall Signs

- a. Five (5) colored prints of the sign with dimensions (height & length of total face of sign).
- b. Five (5) prints of the front wall/façade of building or portion of building that the business occupies. The height and width must be dimensioned on the print.

3. Ground Signs

- a. Five (5) colored prints of the sign with dimensions as follow:
 1. The overall height of the sign from the ground.
 2. The dimensions of the face of the sign. (Per Sect. F. e., The surface area for necessary uprights or supports shall not exceed thirty (30%) of the area of the sign. For monument signs, the base shall be excluded from the calculation of sign area for a distance of thirty (30) inches above grade.)
- b. A site plan as follows:
 1. Must be drawn to a scale no less than fifty (50) feet to the inch.
 2. Must show location of signs on site plan.
 3. Must show road right of way.
 4. Must show and dimension setback from road right of way to sign.
 5. Must show all structures within 200 feet of sign (ie.drives, buildings, utilities, easements, landscaping, etc.) to determine if sign will not cause any interference.
 6. If sign is located near an intersection or near an access to the site, then the distance from either must be shown.

4. Lighting – Please refer to Ord. 138. Section 15 C

5. A fee of \$100.00 plus \$20.00 per sign for Planning & Zoning review must accompany this application.

I hereby submit this application for Sign Approval, pursuant to the provisions of the Orion Township Sign Ordinance, Ordinance #138, as well as any other applicable Township Ordinance requirements. I hereby certify that the information provided herein is accurate and the application that has been provided is complete.

Signature of Applicant

Date

Outline of Procedure for Obtaining a Sign Permit

1. Please fill out enclosed Zoning Compliance application. Note that the review fee must be received with the application. If you have a question regarding the directions on Page 2, please call (248) 391-0304, ext. 154.
2. You may submit an application for the building permit at the same time. For ground signs, details for the footings must be submitted. For wall signs, the method of attachment to the building must be submitted. If you have any questions, please call (248) 391-0304, ext. 132.
3. If your sign has lighting, you must also include a photo grid per Ord. 78, Section 27,11 E. 3. Sign/Canopy Lighting.
4. The Planning/Zoning Department will first review your application for zoning compliance. If your application is in compliance, it will then be given to the Building Department for review for your permit. When your sign is approved for permitting, the Building Department will call you and let you know the amount of the permit fee.

Notes:

1. ***Signs that are located within a Planned Unit Development must go before the Planning Commission and Board of Trustees. The Planning Commission Review fee is included in Ordinance #41. Twelve (12) colored copies of the sign are required with one copy of the sign application.***
2. ***Signs that do not meet the Sign Ordinance will be denied. You may appeal your request to the Zoning Board of Appeals within 21 days after the denial. The fee is \$200.00 for single family residential uses and \$500.00 for all other uses. Eight (8) additional colored copies of the sign are required with the ZBA application.***