

Application for Sign Application

RECEIVED



350 Monroe Street
Dundee, MI 48131
(734) 529-3430

PAID

Date Received: _____

Received by: _____

Application Fee: \$ _____

(Review fees to be direct billed)

Amount Paid: \$ _____

Receipt Number: _____

GENERAL INFORMATION:

Name(s) of Legal Property Owner(s): _____

Address: _____

Phone: () _____ Fax: () _____

Name of Applicant (if different than Owner): _____

Company: _____ Interest in Property: _____

Address: _____

Phone: () _____ Fax: () _____

Signature(s) of Legal Owner(s): _____ Date: _____

SIGNAGE INFORMATION:

Address of Property: _____

Tax ID Number(s): _____

Zoning District: _____ ☐ Sign Permitted in Zoning District

Sign Characteristics:

- Sign Type: ☐ Wall-Mounted ☐ Monument ☐ Business Center ☐ Pole ☐ Projecting
☐ Temporary Community Event ☐ Awning ☐ Reader/Message Board, Changeable Message
☐ Temporary Grand Opening ☐ Billboard ☐ Mural

Number of Signs: _____ Total Area (per): _____

Height: _____ Length: _____

Location (on building, from road right-of-way & lot lines): _____

Materials: _____

- ☐ The Sign Application Submittal Requirements Checklist has been completed and attached as an appendix.

AFFIDAVIT:

This application provides authority for Village representatives to physically view and inspect the property.

The undersigned says that (s)he is the (owner, lessee or other specified interest) involved in this petition and that the foregoing answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of the his/her knowledge and belief.

Signature: _____ Date: _____

Sign Application Review Submittal Requirements

All information required for sign application review pursuant to Section 22.05 of the Zoning Ordinance is listed in the checklist below. Applicants must confirm whether or not each item of information has been provided by checking the appropriate boxes below. Applications found to be incomplete will be returned to the applicant for completion (without further review by the Zoning Enforcement Officer and/or Planning Commission).

	Provided	Not Provided	Not Applicable
Business Center Sign Data:			
Submittal of a special land use application.			
Written description and colored rendering of the proposed sign to verify compliance with the attached sample diagram.			
Verification of compliance with the size and area requirements of the individual sign panels.			
Narrative of how the request complies with each of the special land use criteria (Section 13.03 and Section 22.04).			
All Sign Application Data Requirements:			
Written description of the sign location as well as adequate staking of the requested sign location.			
Drawing of the sign and supports at a scale of not less than one (1) inch equals five (5) feet which gives all dimensions of the sign.			
Schematic sketch of drawing of the site showing its relationship to the roadway and adjacent land uses within 400 feet of the sign and any landscaping proposed for the sign base. The scale of the schematic shall be one (1) inch equals fifty (50) feet.			
Information to conform the sign will be installed or altered by a Village registered contractor.			
Verification of compliance with the landscaping standards (Article 19).			
Verification of compliance with the lighting standards (Article 20).			