

PLANNING & DEVELOPMENT SERVICES

4550 Walnut Lake Road
West Bloomfield, MI 48323
P. (248) 451-4818
F. (248) 451-4871
wbtownship.org



SIGN APPLICATION CHECK LIST

APPLICATIONS MUST INCLUDE THE FOLLOWING

1. Completed and signed "Sign Permit Application"
2. Legal property owner must sign the application or provide a letter of permission.
3. **Construction Drawings:** Two (2) sets, including the following:
 - a. Plan – including shape, detail, material, dimensions, width, color, height & area.
 - b. Plot Plan/Survey – reflecting location on property or building frontage drawn to scale. (Actual property lines and or building dimensions must be reflected).
Note: Shall not impact clear vision area of roadway/street intersections or driveway intersections with the abutting roadway/street. Signs shall not obstruct sidewalks or safety paths.
 - c. Picture – reflecting face.
4. Is there a structural base or footing?
 - A Building permit will be required. Contact Building Department (248) 451-4842
5. Is there lighting?
 - An Electrical permit will be required. (Sign specialty contractor's license must be registered with Township) Contact the Building Department at (248) 451-4842
6. Has a Certificate of Occupancy been applied for?
 - Is not, contact the Building Department at (248) 451-4842
7. **Temporary Signs:** Display time of 30 days, 25 sq. ft. max; may not be a balloon, pennant or other floating device or triangular shape; comply with plot plan location regulations above (Cannot be closer than 20 ft. to the traveled portion of the road); each business is permitted one sign twice a year. Display time shall be separated by a minimum of 60 days.
8. **Community Special Events:** Limited to non-profit, religious and/or school events that are held within the township. Display time shall not exceed 14 days prior to the event and must be removed the day after; dates of the event are required at the time of application; limited to:
 - 40 yard signs (may not exceed 3 sq. ft.) All sign locations must be provided along with a letter of permission from each property owner of each location. Signs shall be setback a min. of 20 ft. from the roadway; they shall not violate corner clearance or obstruct a sidewalk/safety path.
 - 1 Banner (over the road banner must not exceed 150 sq. ft. and requires additional permitting through the Clerk's office (248) 451-4848)
9. **Wall Signs, Freestanding Signs, Identification Signs, Residential Development & Real Estate Signs:** Ordinance varies by Zoning District, please refer Chapter 26 Section 5.15 of the Charter Township of West Bloomfield Zoning Ordinance (available at wbtownship.org) or contact the Planning & Development Services Department.
10. **Construction Signs:** 1 per parcel street frontage, max size 50 sq. ft. Max height 10 sq. ft.; shall be removed within 14 days after issuance of Certificate of Occupancy.

PLAN REVIEW PROCESS

- Construction and plot plans will be reviewed for compliance with the applicable Township Ordinances. We highly recommend that you refer to Chapter 26 Section 5.15 (Signs) of the Charter Township of West Bloomfield Zoning Ordinance prior to filing your application. All signs must be designed and installed in accordance with this ordinance.
- Plans are reviewed in the order they are received / time frame varies by work-load.
- Within 10 business days, the Applicant will be notified via email or mail if the plans meet or do not meet Zoning Ordinance requirements.
- Following approval by the Planning & Development Services Department, you will be referred to Building Department for any additional Building and/or Electrical permits.
- Inspection of each sign is required prior to or at the time of installation. Failure to schedule inspections could result in the removal of the sign; Inspections can be set-up through the Inspection Line (248) 451-4858 or by calling the Building Department directly (248) 451-4842. Inspections are done at Township Hall between 8:00 -9:00 am or a sidewalk inspection can be done at the time of installation. You must call prior to 3:00 pm to check availability for inspection the following day.

GENERAL SIGN PROVISIONS

The primary function of signage is to identify a particular user of property; it is not intended to have open spaces be used for unrestricted advertising. All signs in the Township must meet the following regulations:

1. Shall be oriented to motorized traffic on a public road (except as specifically exempted)
2. Shall not be located in any public rights-of-way, dedicated public easements, or so as to create a traffic hazard by the blocking vision of traffic or by interfering with traffic control devices in accordance with Section 26-5.3 of the Charter Township of West Bloomfield Zoning Ordinance
3. Shall not use flashing or intermittent illumination & all lights shall be shielded so as not to project light onto the adjacent right-of-way or property
4. Area of double-faced freestanding signs shall be computed using only 1 side of the sign provided the outline of both faces of the sign are essentially identical & the 2 signs are back-to-back and not visibly simultaneously.
5. Wall signs may project up to 1 ft. from the location where mounted & shall not project above or beyond a roof or parapet line
6. Shall be constructed & maintained in a like new condition in compliance with all applicable building and maintenance codes