

Summit Township Sign Permit Process

How to Apply For a Sign Permit...

The Zoning Department is providing the following information to aid applicants wishing to apply for a permanent or temporary sign permit. To apply for a sign permit your first step is to pick up an application packet from the Building Department or the Zoning Department.

Submitting the Application:

The next step is to submit a completed application to the Building Department with all the required information attached. The required information is as follows:

Permanent or Temporary Sign Permit Application Requirements: Section 5.2.13 B

- 1 The applicant's name and address in full, and a complete description of the relationship to the property owner.
2. If the applicant is not the property owner, the signature of the property owner concurring with submittal of the application.
3. Address of the property
4. An accurate scale drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign(s).
5. A complete description and scale drawing of the sign(s), including dimensions and the area in square feet.

All information regarding permitted signs and prohibited signs can be obtained from the Summit Township Zoning Ordinance. The Zoning Ordinance is available online at:

www.summittwp.com

If there are additional questions concerning permanent or temporary signs, contact the Zoning Department at (517) 788 – 4113-Ext. 240 for details.

Review of Application:

The Zoning Department will review the application to determine if the proposed sign(s) meet the criteria as required in the Summit Township Zoning Ordinance. The Zoning Department may ask for additional information or require changes. In this case, the review process will depend on how long it takes for you to respond.

Application review will typically be completed within 5 working days. The application will either be approved or denied. **Approval** signifies that all required criteria has been met and the permit is ready to be issued. **Denial** of the application would be due to the inability to meet the minimum requirements as set by the Summit Township Zoning Ordinance, incomplete application, inconsistencies with the application, or other reasons as determined by the application reviewer. Reasons for the denial will be noted and made available to the applicant.

Permanent Sign permit fees are as follows:

Contractor's Estimated Cost: \$50.00/M for first \$1,000.00 or fraction thereof and \$ 4.00/M thereafter up to and including \$200,000.00 and then \$3.50/M thereafter SEALED PRINTS MANDATORY	Permit Fee + Zoning Fee \$25.00
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Temporary Sign permit fees are as follows:

As permitted by section 5.2.10D: Single event \$40.00 – Annual \$120.00 – 4 events allowed not to exceed 15 days each-Sign size 32 square feet maximum – Dates must be listed at time of application – Annual permits begin April 1 each year	Permit Fee + Zoning Fee \$25.00 each event
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Notes

- 1 It is illegal to install a sign without a permit.
- 2 You must also get an electrical permit from the Building Department if your sign will use electricity and any other Federal, State or County required permits.

Permanent and Temporary Sign Application

Applicant Information: Permit No.: _____
Parcel Identification Number(s): _____

Property Address of Sign: _____
Owner(s) of Property: _____
Name(s): _____ Address(s): _____ Telephone: _____ Fax: _____

Tenant/Occupant of Building
Name of Business: _____ Contact: _____
Address: _____, Telephone: _____ Fax: _____

Sign Company:
Name of Business: _____ Contact: _____
Address: _____, Telephone: _____ Fax: _____
State Contractors License #: _____

Type of Work -New Sign(s) -Relocation -Renovation -Replacement -Temporary

Type of Sign -ON-PREMISE -OFF-PREMISE -Free Standing -Park -Ground
(Check All That Apply) -Wall -Canopy -Combination -Electronic Messaging -Illuminated
-Temporary Sign(s): -Banner -Wall -Balloon -Portable -Ground -Other

Sign Description
How many faces will the Sign have? _____
Horizontal length of Sign: _____ Vertical Length of Sign: _____
Depth of Sign: _____ Copy Area: _____
Single Sign Face Area: _____ Sign Clearance from Grade: _____
Top of Sign Height from Grade: _____
Will the Sign project beyond property line? -Yes -No If Yes, how far? _____

Attachments

- Please ensure the following has been completed:
- Completed Sign Permit Application
 - Existing Sign Survey (Form Attached)
 - Site Plan Drawn to Scale (2 copies showing building frontage, curb lines, property lines, and location of sign on property)
 - Sign Diagram Plan (2 copies showing dimensions of all proposed signs and cabinet)
 - Engineering Drawings and Schedules, if required
 - Sign Permit Fee plus Zoning Compliance Fee
 - Dates Sign is to be Displayed for Temporary Signs (Limit 4 per year not to exceed 15 days per event starting April 1 each year)

Declaration of Applicant/Agent

THE ISSUANCE OF A PERMIT SHALL NOT BE CONSTRUED TO BE A PERMIT FOR, NOR APPROVAL OF, ANY VIOLATION OF ANY ORDINANCE ADOPTED BY SUMMIT TOWNSHIP. I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE IS CORRECT AND AGREE NOT TO START THIS PROJECT UNTIL THIS APPLICATION IS APPROVED, AND SHALL COMPLY WITH THE LAWS OF THE UNITED STATES, STATE OF MICHIGAN AND THE COUNTY OF JACKSON AND ITS AGENCIES AND THE SIGN REGULATIONS, ZONING DISTRICTS AND THE BUILDING CODE AS ADOPTED BY SUMMIT TOWNSHIP. ANY VIOLATION OF THE ABOVE NOTED TERMS WILL CAUSE IMMEDIATE REVOCATION OF THIS PERMIT.

APPLICANT SIGNATURE _____ DATE _____

Existing Sign Survey

Existing Sign Survey for _____
(Project Name)

Address or General Location _____

I, _____ of _____
 hereby certify that I have conducted a site inspection of the above listed development and certify that the following signs exist on the development site as of the date indicated below. Attached is a map depicting the area surveyed. The existing signs are listed as follows:

	Sign Type	Size (Dimension)	Illuminated <small>Yes/No</small>	Location
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____

(Continue on back if necessary)

_____ **No Signs Exist on Premise**

I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.

Signed

Print Name

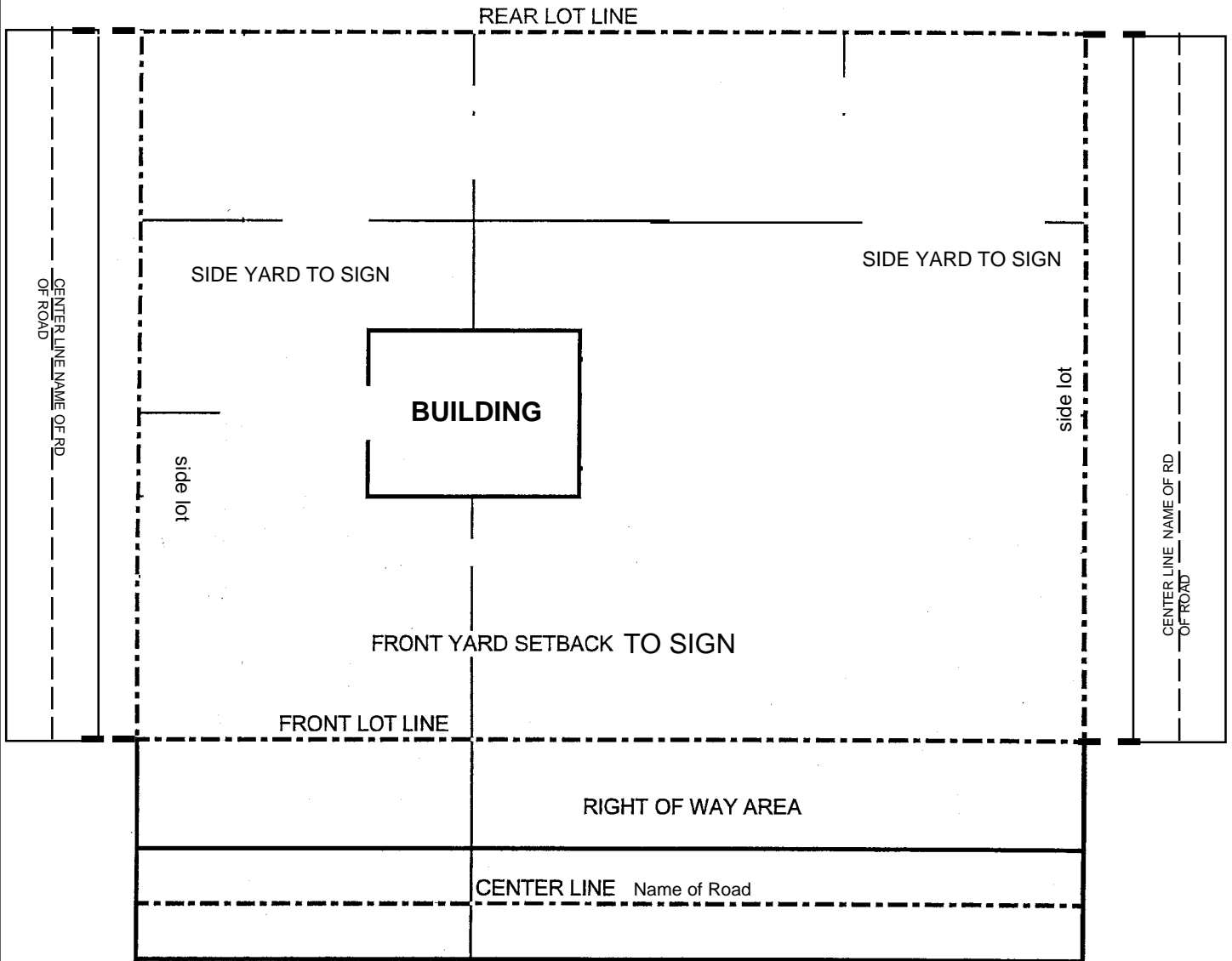
Company Name

Date

X SIGN PLAN - FOR APPLICANT USE

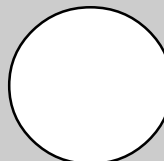
ILLUSTRATIONS OF ZONING TERMS GENERAL LOT TERMS

FILL IN ALL MEASUREMENTS BETWEEN PROPERTY LINES AND BUILDINGS
WRITE THE NUMBERS IN THE OPENINGS IN THE LINES



Section 5.2.3 General Sign Regulations D states all signs shall be setback from the adjacent road by a distance of not less than one-half (1/2) of the required setback required for a structure on said parcel as provided for in the setback requirements of the Zoning Ordinance except that in office, commercial and industrial districts where parcels adjoin a road right-of-way which is in excess of 80' the setback shall be not less than one-fourth (1/4) setback for a structure on said parcel. **NOTE:** setbacks on corner lots are subject to the above.

Indicate direction of North within the circle:



NO SIGN PERMITS WILL BE ISSUED UNLESS ALL SET-BACK DIMENSIONS ARE SHOWN ON THE DRAWING.