

# Sign Permit

## Overview

### Why regulate signs?

Shelby Township regulates signs to ensure that they contribute to the character of the community, are placed in proper locations, and are not detrimental to the public safety and welfare.

Shelby Township recognizes the legitimate needs of businesses to have signs for identification and informational purposes.

The standards of Section 5.05 of the Zoning Ordinance are intended to promote traffic safety for motorists and pedestrians, avoid conflicts between different types of land uses, prevent the blighting impact created by an excessive number of unregulated signs, and enhance the visual appearance of the Township.

### When is a temporary sign permitted?

Temporary signs may only be permitted for the following purposes:

- To advertise a businesses that lack a permanent sign.
- To advertise a change of use.
- To advertise a change in the basic services or products offered.

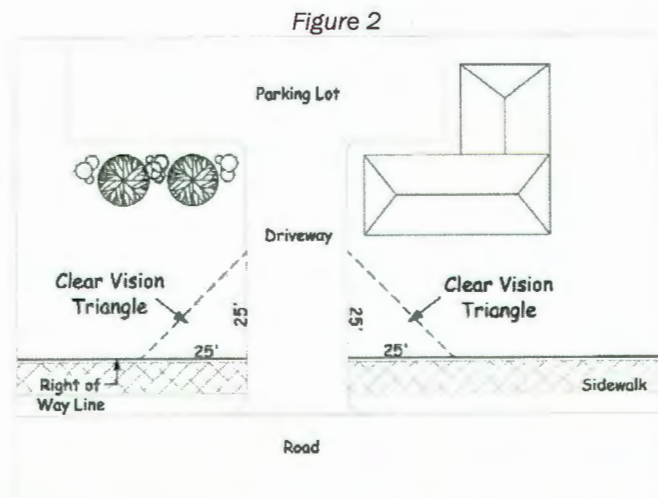
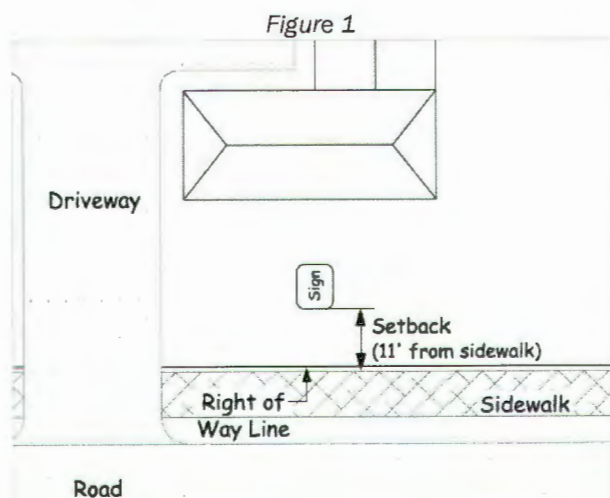
Applicants are encouraged to contact the Planning & Zoning Department prior to submission of a temporary sign permit application to determine whether the site qualifies for a temporary sign.

### How many signs can I have and where can I put them?

The number of signs, their size and placement are all regulated by the Shelby Township Zoning Ordinance. Sign requirements and standards differ by zoning district as well as the speed limit of the adjacent roadway.

Sign permit applications must demonstrate compliance with all applicable standards. Be sure that your application illustrates the proposed sign placement on the site and demonstrates compliance with sign setback requirements of Section 5.05 of the Zoning Ordinance. Required setbacks are measured from the centerline of the road right-of-way. Typically the required setback results in a minimum distance of 11 feet between the sidewalk and the sign (Figure 1).

Applications must also demonstrate maintenance of "clear vision triangles" (Figure 2). Signs and other visual obstructions are prohibited within required clear vision areas.



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## Permanent Signs

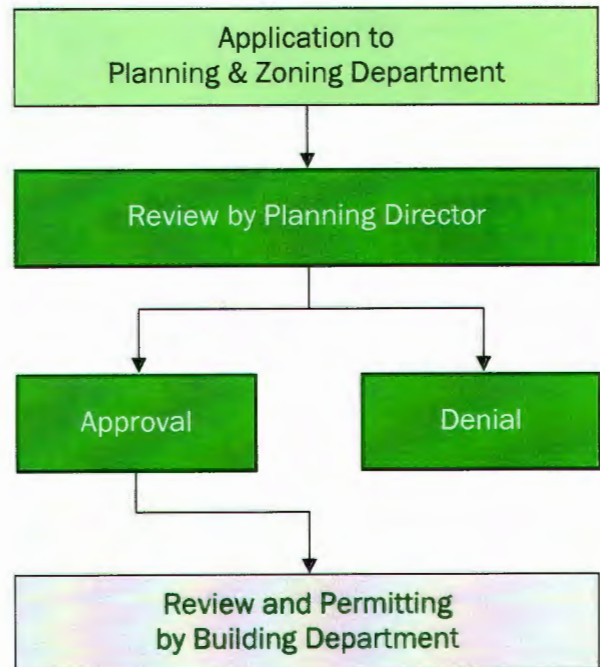
### What are the application requirements for permanent signs?

- One (1) completed Application Form with original signature of the business owner. (Note: Form should not be signed by the sign company or installer).
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- Two (2) copies of a sketch plan illustrating the proposed sign location; accurately dimensioned setbacks from property lines and right-of-way centerline; location of all existing buildings, roads, parking areas, signs, entrances, and exits on the site; and linear frontage of the unit occupied in a shopping center (if applicable).
- Two (2) copies of a drawing of the proposed sign including:
  - \_\_\_ Height above finished grade (ground signs only).
  - \_\_\_ Total building wall area upon which sign will be displayed (wall signs only).
  - \_\_\_ Sign style (box, cabinet, individual channel letters, etc.) and sign surface (material, color, dimensions, area).
  - \_\_\_ Method and color of illumination, if any.
  - \_\_\_ Lettering of sign, printed in the size and weight substantially approximating the style that will appear on the sign.
  - \_\_\_ Logos, emblems, and all other features.
- Applications for residential entrance signs must also include:
  - \_\_\_ Description of Applicant's and any other parties' property interest(s) in the site.
  - \_\_\_ Evidence of the right to construct the proposed sign on the site.
  - \_\_\_ Existing and proposed sign and landscaping easements on the site.
  - \_\_\_ Existing and proposed Residential Entrance Construction and Maintenance Agreement.
- Review fee.

### What are the procedures for approval of a permanent sign?

The Planning Director has sole authority to approve or deny a permanent sign application.

The Director may refer any application to the Planning Commission for their review and approval.



Review fees for permanent signs are due at the time the application is submitted.



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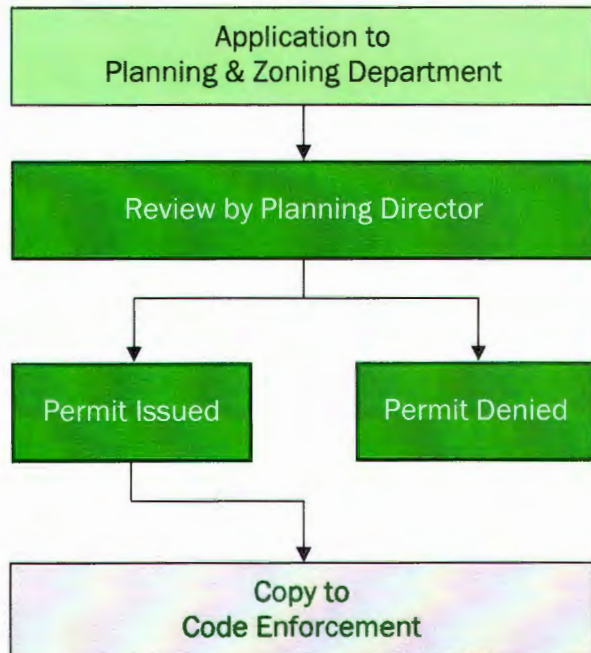
## Temporary Signs

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  - \_\_\_ Height above finished grade (ground signs only).
  - \_\_\_ Total building wall area upon which sign will be displayed (wall signs only).
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Review fees for temporary sign applications are due at the time of approval.

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## Common Questions

### Do I need a building permit?

A building permit is required for all permanent signs. A building permit must be obtained prior to sign installation.

Building permits are not required for temporary signs.

### Are time and temperature signs allowed?

Time and temperature devices may be approved in all commercial and industrial zoning districts provided that they are designed as integrated features of the approved wall or ground sign.

### Are address signs required?

All businesses shall prominently display their address on the permitted ground sign. Street addresses shall be large enough to be read from the street. All numbers shall contrast with the surface they are applied to and shall be mounted high enough to be visible from the street. Addresses shall not be obstructed from view by site landscaping. Shopping centers with individual tenants shall provide the address range for the tenants.

Addresses shall not be included in the maximum sign area calculations.

### Who do I contact if I have more questions?

Contact the Shelby Township Planning and Zoning Department at:

Phone: (586) 726-7243

Email: [planning@shelbytwp.org](mailto:planning@shelbytwp.org)

Address: 52700 Van Dyke

Shelby Township, MI 48316





# Shelby Township Sign Permit Application

## Office Use Only

Application No. \_\_\_\_\_ Date Received \_\_\_\_\_ Review Fee \_\_\_\_\_ Receipt No. \_\_\_\_\_

## I. Type of Request (Please Check)

- |   |  |
|---|--|
| <input type="checkbox"/> Permanent Sign (\$100 fee) | <input type="checkbox"/> Temporary Sign (\$50 fee) |
| <input type="checkbox"/> Wall Sign                  | <input type="checkbox"/> A-Frame Sign              |
| <input type="checkbox"/> Ground Sign                | <input type="checkbox"/> Banner                    |
| <input type="checkbox"/> Tenant Panel               | <input type="checkbox"/> Real Estate Sign          |
| <input type="checkbox"/> Other _____                | <input type="checkbox"/> Other _____               |

## II. Applicant Information (A completed Applicant Information Form is required)

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Preferred method of contact:  Mail  Email

## III. Property Information

Business/Development Name \_\_\_\_\_

Business/Development Address \_\_\_\_\_

Zoning District \_\_\_\_\_ Shopping Center Name (if applicable) \_\_\_\_\_

## IV. Sign Details

Proposed Sign Area \_\_\_\_\_ Proposed Sign Height \_\_\_\_\_

## IV. Sign Company Information

Sign Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## V. Dates (Please Check)

- Two Months Up, Two Months Down - Starting \_\_\_\_\_
- One Month Up, One Month Down - Starting \_\_\_\_\_
- Other - Please Specify \_\_\_\_\_

**VI. Signature** (NOTE: There will be no modifications to the dates once the permit has been issued. The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct)

Signature of Applicant \_\_\_\_\_ Printed Name \_\_\_\_\_



**APPLICANT INFORMATION FORM**

**Office Use**

Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Copy of driver's license attached?

Yes  No

**I. TYPE OF APPLICATION** *(The appropriate Application Form must accompany this form.)*

- SITE PLAN     SPECIAL LAND USE     TREE PERMIT     CLASS A NONCONFORMING USE
- ZONING BOARD OF APPEALS     REZONING     MINOR TEMPORARY USE
- CONDOMINIUM SUBDIVISION     SUBDIVISION     SIGN PERMIT

**II. APPLICANT INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_

*(A copy of both side of the applicant's driver's license must be attached. Fax copies will not be accepted.)*

**III. SIGNATURE**

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
(Print/type name of applicant)