

## **Metamora Township Permanent Sign Permit Application Requirements**

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### **A) General**

All permanent signs require approval by the Metamora Township Planning Commission. Nine (9) copies of the application must be filed at least fifteen (15) days prior to the next regularly scheduled Planning Commission meeting. (Second Wednesday each month at 7:00 p.m.)

### **B) Submission Requirements**

All applications for sign permits shall be made on forms provided by the Township Clerk, shall include the Sign Permit Application Fee, and shall contain the following minimum information:

- 1) A sketch indicating the location of the subject property and current zoning classification.
- 2) A scale drawing of each sign, in the colors of the finished sign, indicating the size, shape, message, lettering style, and materials of the finished sign. (All required copies must also be in color).
- 3) Building elevation sketches showing the position and size of each sign on the building and the location and size of any existing sign(s) on the same structure.
- 4) For free-standing signs, a site plan sketch showing the sign height, location of the sign on the site, and verifying compliance with all setback requirements.
- 5) If the sign will be illuminated, plans shall include all details regarding the location, type of fixture, color of the illumination, and method of shielding the lighting equipment to prevent glare.
- 6) Nine (9) copies of the completed application form and all illustrations (including color sketch) shall be submitted for Planning Commission review.

**APPLICATION FOR SIGN PERMIT**  
**Metamora Township**

(810) 678-2237  
730 West Dryden Road, Metamora, MI 48455

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF BUSINESS OR ACTIVITY REQUIRING SIGN \_\_\_\_\_

BUSINESS ADDRESS, IF ISSUED \_\_\_\_\_

SIGN DESIGNER / INSTALLER \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_

EXISTING ZONING \_\_\_\_\_ EXISTING USE \_\_\_\_\_

REQUIRED PLANS ATTACHED  Site Sketch  
 Building Elevations  
 Scale Drawing Of Each Sign

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT \_\_\_\_\_

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY?  YES  NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)	Address	Interest	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Office Use Only**

Date Received \_\_\_\_\_ By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Planning Commission Meeting (Date) \_\_\_\_\_ Action:  Approved  Denied

Conditions \_\_\_\_\_

## SIGN REVIEW CHECKLIST

### APPLICATION COMPLETE

- A completed and signed copy of the site plan review application w/fee
- Ten copies of a completed site plan

<b>SIGN APPLICATION INFORMATIONAL REQUIREMENTS</b>				
Required Information	Does Site Plan Include This Information			
	Yes	No	N/A	Comment
K-1. A sketch indicating the location of the subject property and current zoning classification.				
K-2. A scale drawing of each sign, in the colors of the finished sign, indicating the size, shape, message, lettering style, and materials of the finished sign. (All required copies must also be in color)				
K-3. Building elevation drawings showing the position and size of each sign on the building and the location and size of any existing sign(s) on the same structure.				
K-4 For free-standing signs, a site plan showing the sign height, location of the sign on the site, and verifying compliance with all setback requirements.				
K-5. If the sign will be illuminated, plans shall include all details regarding the location, type of fixture, color of the illumination, and method of shielding the lighting equipment to prevent glare				

<b>SIGN REQUIREMENTS BY ZONING DISTRICT</b>					
Sign Type	Size	Height	Illumination	Setback	Other
<b>A-1 and A-2</b>					
Accessory Sign	32 sq ft	6'	Non illuminated unless Planning Commission approval (1522 B.2.)		
Temporary Sign Advertising Subdivision	50 Sq ft				Removed after last lot is sold
Subdivision Identification Sign	32 Sq Ft for main entrance 16 sq ft for others		Non illuminated unless Planning Commission approval (1522 B.4.)		

## SIGN REQUIREMENTS BY ZONING DISTRICT

Sign Type	Size	Height	Illumination	Setback	Other
<b>R-1, R-2 and OSR</b>					
Temporary Sign Advertising Subdivision	50 Sq ft				Removed after last lot is sold
Special Land Use Sign	16 sq ft	6'	No illumination		
Subdivision Identification Sign	32 Sq Ft for main entrance 16 sq ft for others	*	Non illuminated unless Planning Commission approval (1522 C.3)		
<b>RC, RM and MH Districts</b>					
Accessory sign for multi-family project, mobile home park or Special Plan Use	32 sq ft	6'	Non illuminated unless Planning Commission approval (1522 D.1)		
Temporary Sign Advertising Subdivision	50 Sq ft	*			Removed after last lot is sold
Subdivision Identification Sign	32 Sq Ft for main entrance 16 sq ft for others	*	Non illuminated unless Planning Commission approval (1522 D.3)		
<b>O-1, B-1, B-2 and M-1</b>					
For freestanding buildings with up to two establishments	20% of front wall area but not more than 120 sq ft for all signs total	*			1 free standing sign plus 1 wall sign per establishment
For planned developments with more than two establishments	64 sq ft for freestanding sign and 20% of front wall are but not more than 100 sq ft for establishments less than 10,000 sq ft of floor area and 200 sq ft of sign max for establishments more than 10,000 sq ft of floor area	*			

## SIGN REQUIREMENTS BY ZONING DISTICT

Sign Type	Size	Height	Illumination	Setback	Other
Entrance door sign	6 sq ft				
Message Board sign		*			As integral part of approved freestanding sign
Temporary signs	32 sq ft	*		10' from all lot lines and ROW lines	Not more than 30 days twice a year with same message
Non-accessory signs (including billboards)	100 sq ft, shall be applied to overall limit on size for on-site sign	*	Lighting designed to illuminate sign only	1000' from another non-accessory sign or a residential district	Property must be occupied by a business
<b>In All districts</b>					
Corner Buildings and other Buildings with Multiple Street or Exposure Frontage	A second wall sign on second street frontage not to exceed 32 sq ft. Total square footage of wall signs are not to exceed 150 sq ft				Total sign area of primary and secondary wall signs may be divided equally between the two signs
Temporary Message Board Signs for special event of a church, non-profit charitable or community service organization	32 sq ft	*	Shall not be illuminated unless the electrical service and connection has been inspected and approved by the Township Electrical Inspector		Total display period shall not exceed 14 days
Public Buildings	Determined by Planning Commission	Determined by Planning Commission			Number of signs are determined by Planning Commission

\*Max height is 25' unless otherwise stated

### DISTRICT REQUIREMENTS

What is the use:

Is use permitted in the district it is located in

District Requirement	Ordinance Standard	Proposed Site Plan
Square Footage of Freestanding Sign		
Bonus for Landscaping – Freestanding Sign		
Height of Freestanding Sign		
Setback of Freestanding Sign		
Illumination		
Square footage of Wall Signs		
Number of Wall Signs		

### GENERAL SIGN REQUIREMENTS

Requirements	Does Application Meet Requirements			
	Yes	No	N/A	Comment
<b>Sec 1522 A. 2</b> Other than those permitted by specific action of the Township Board, there are no flashing, oscillating or intermittent type of illuminated sign or display; nor are there be any streamers, windblown devices, spinners, temporary or portable signs, pennants, or flags other than those permitted by local, state, or federal statute or case law. In the case of electronic, sequential message signs, are the message duration at least 30 seconds?				
<b>Sec 1522 A. 3</b> Portable and vehicle advertising signs are hereby prohibited				
<b>Sec 1522 A. 4</b> Are signs except those established and maintained by the Township, County, State or Federal government, located outside the public right-of-way or dedicated public easement, including overhanging them?				
<b>Sec 1522 A. 6</b> Are all signs less than 25 feet in height and 100 square feet in area?				
<b>Sec 1522 A. 7</b> Are any signs within the 25' clear vision triangle at the intersection of two streets 3' or less in height?				

<b>GENERAL SIGN REQUIREMENTS</b>				
Requirements	Does Application Meet Requirements			
	Yes	No	N/A	Comment
<b>Sec 1522 A. 8</b> Are any proposed billboards on a parcel zoned B-2 or M-1?				
<b>Sec 1522 A. 9</b> Are all wall signs limited to a projection beyond or overhang the wall, or any permanent architectural feature of one (1) foot. Do roof signs comply with the restriction that they may not project above or beyond the roof, parapet, or ridge line of a mansard roof?				
<b>Sec 1522 A. 10</b> Are all signs other than freestanding signs displayed flat against the building or parallel to the wall of the building?				
<b>Sec 1522 A. 11</b> Is any proposed sign illumination come from within the sign or in any other way so that the lights themselves are not visible and will in no way interfere with driver visibility or project onto adjoining property?				
<b>Sec 1522 A. 12</b> Are all permanent freestanding signs shall at least one hundred (100) feet to any property line of any adjacent residential district and constructed in a manner so as not to impair the vision of pedestrians and vehicles?				
<b>Sec 1522 A. 14</b> Are all permanent window signs located inside the building that are visible from the front lot line and expected to be displayed more than 14 days included in the-calculation of total sign area?				
<b>Sec 1522 A. 15</b> Do any proposed canopies comply with the prohibition of the entire awnings functioning as sign and the prohibition of back-lit fabrics?				

# PLANNING, ENGINEERING AND ZONING APPLICATION FEES

Metamora Township – Adopted August 14, 1995

Amended July 13, 2009

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1. Re-Zoning Application Fee **\$1,500.00**
2. Zoning Board of Appeals Application Fee **\$800.00**
3. Soil Removal and Landfills
  - Administration Fee **\$150.00** plus **\$3,000.00** Escrow for Planning and Engineering
  - PLUS: Bi-Annual Mining Permit and Bi-Annual **\$2,000.00** Escrow for inspections
4. Site Plan Review
  - Administration Fee **\$150.00** Plus **\$500.00** Escrow for Planning
  - Note: If Engineering is required Add **\$2,000.00** Escrow
5. Special Land Use
  - Administration Fee **\$150.00** plus **\$800.00** Escrow for Planning
  - Note: If Engineering is required add **\$2,000.00** Escrow
6. Mobile Home Park Subdivision Plat, Condominium Subdivision and Private Road Review
  - Administration Fee **\$150.00** plus **\$3,000.00** Escrow for Planning and Engineering
7. Single Sign Application **\$175.00** Multiple Sign Application **\$250.00**
8. Special Meeting with Planning Commission and Planner **\$800.00**
9. Master Deed Review by Township Attorney **\$1,000.00** Escrow
10. Cell Tower Co-Location Review **\$500.00**
11. Transfer of Special Land Use **\$150.00**
12. Pre-Application Conference **\$500.00**
13. Roadside Market Annual Fee **\$75.00**
14. Front Yard Accessory Building Application **\$50.00**
15. **NOTE:** Re-Review of Revised Plans Escrow Account must be in the positive
16. **NOTE:** Any and all fees must be paid in full before Final Approval is granted
17. **NOTE:** Any and all un-used Escrow will be returned to the applicant

Administration Fee:                   \$ \_\_\_\_\_

Escrow Fees:                           \$ \_\_\_\_\_

Total Fees:                           \$ \_\_\_\_\_

Case# \_\_\_\_\_ All Fees Paid and Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_