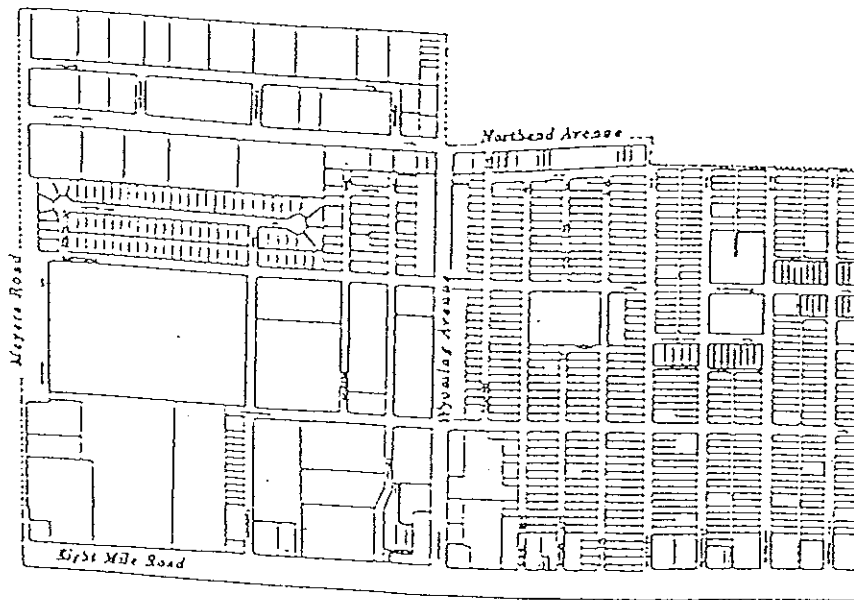

Sign Permit Application

CHARTER TOWNSHIP OF ROYAL OAK, MICHIGAN



21131 Garden Lane/2nd Floor

Ferndale, MI 48220

CHARTER TOWNSHIP OF ROYAL OAK

OFFICE USE ONLY	
Applicant Name:	
SP Name:	
Date Received:	
Fee Amt:	Date Paid:

This application must be submitted in three (3) duplicate copies.

1. Project Name: _____

2. Applicant: _____

Address: _____

Telephone: _____

3. Location of Property (street and nearest intersection): _____

4. Property ID# and Legal Description of Property: _____

5. Zoning Classification: _____

6. Architect/Engineer: _____

Address: _____

Telephone: _____

7. Legal Owner of Property: _____

Address: _____

Telephone: _____

8. Attach the required number of copies for the Building Official and Planning Commission review, drawn to scale, prepared in accordance with the provisions of Section 21.04 of the Zoning Ordinance.

Submittal Requirements for Plans:

- A. Name, address and telephone number of the applicant
- B. Location of the building, structure, or lot on which the sign is to be attached or erected.
- C. Position of the sign in relation to nearby buildings, structures and property lines.
- D. Plans showing the dimensions, materials, method of construction, and attachment to the building or in the ground.
- E. Copies of stress sheets and calculations, if deemed necessary, showing the structure as designed for dead load and wind pressure.
- F. Name and address of the person, firm or corporation owning, erecting, and maintaining the sign.
- G. Schematic of electrical connections.
- H. Insurance policy or bond, as required by the Zoning Ordinance.
- I. Written consent of the owner or lessee of the premises upon which the sign is to be erected.
- J. Other information as may be required by the Building Official to make the determination that the sign is in compliance with all applicable laws and regulations.

NOTE: Your consideration of Royal Oak Charter Township is appreciated. If help is needed please call the Township Offices between 9:00 a.m. and 5:00 p.m. at (248) 547-9800. Thank You.

NOTE: The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the Zoning Ordinance and following all requirements therein. Further, these professionals shall make themselves aware of all Master plan requirements (such as major thoroughfares, land use, recreation, etc.) and site plan requirements.

I certify that the above information is correct and all data required is shown in the site plan.

(Signature) _____

(Date) _____

INSTRUCTIONS

The Planning/Zoning Commission of the Charter Township of Royal Oak has the responsibilities of formulating the Zoning Ordinance, and reviewing amendments to the Zoning Ordinance, including rezonings, through public hearings and reporting recommendations to the Township Board of Trustees.

The Planning/Zoning Commission also has the responsibilities to review and take final action on all applications for site plan approval.

For Special Land Use applications, the Planning/Zoning Commission is responsible for holding public hearings, reviewing all applications, and making a recommendation to the Township Board of Trustees for final action.

The Planning/Zoning Commission is responsible for holding public hearings and reviewing applications for Planned Developments and makes a recommendation to the Township Board of Trustees for final action.

1. The PLANNING/ZONING COMMISSION regular meetings are the second WEDNESDAY of each month. Submittal of plans must be to the Royal Oak Township Building and Zoning Department THIRTY (30) DAYS prior to the Planning/Zoning Commission meeting and shall meet the following requirements:
 - Three (3) completed and signed copies of the application.
 - Fourteen (14) copies of the site plan which must be folded into an appropriate size of 9" x12".
 - Materials required as per Article 20 of the Charter Township of Royal Oak Zoning Ordinance.

2. The following is a schedule of regular meetings and submission dates. All meetings begin at 7:00 p.m. unless otherwise noted and are held at the Charter Township of Royal Oak Administrative Building, 21131 Garden Lane-2nd Floor, Ferndale, Michigan 48220. Special meetings may be requested by the applicant for a fee of \$350.00. Required materials must be submitted THIRTY (30) DAYS prior to the meeting.

<u>SUBMISSION DATE</u>	<u>REGULAR PLANNING/ZONING COMMISSION DATE</u>
<u>December 11, 2005</u>	<u>January 11, 2006</u>
<u>January 8, 2006</u>	<u>February 8, 2006</u>
<u>February 8, 2006</u>	<u>March 8, 2006</u>
<u>March 12, 2006</u>	<u>April 12, 2006</u>
<u>April 10, 2006</u>	<u>May 10, 2006</u>
<u>May 14, 2006</u>	<u>June 14, 2006</u>
<u>June 12, 2006</u>	<u>July 12, 2006</u>
<u>July 9, 2006</u>	<u>August 9, 2006</u>
<u>August 13, 2006</u>	<u>September 13, 2006</u>
<u>September 11, 2006</u>	<u>October 11, 2006</u>
<u>October 9, 2006</u>	<u>November 9, 2006</u>
<u>November 13, 2006</u>	<u>December 13, 2006</u>

As adopted by the Royal Oak Township Planning/Zoning Commission.