



Charter Township of Orion

Planning Division

2525 Joslyn Rd., Lake Orion MI 48360

P: 248-391-0304 ext. 154; F: 248-391-1454

Checklist for Sign Approval Application

Planning and Zoning will review the Sign Approval application for zoning compliance, please refer to Sign Ordinance No. 138. If approved, it will be given to the Building Division for permit review. The Building Division will notify the applicant of their permit fees when the permits are ready for pick up.

All the following must accompany the Sign Approval application:

- Completed application, including original ink signatures of property owner and the applicant.
 - Application fee of \$100.00 plus \$20.00 per sign, cash or check payable to Orion Township.
 - Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a Copy of the Warranty Deed.
 - Two (2) sets of color renderings
 - Wall Sign
 - Type of sign (raceway, pin mounted, etc.)
 - Sign dimensions, height and width on the print
 - Total overall sign square footage
 - Cross-section of the sign
 - Sign material
 - Weight of the sign
 - Type of transformer (GFI, UL, etc.)
 - Distance from the wall of the building to the furthest point of the sign
 - Site specific fastening detail
 - Dimensions and square footage of the front façade, the portion of the building that the tenant occupies.
 - Ground Sign
 - Overall height, width and depth of the sign from the ground
 - Dimensions of the face of the sign
 - Square footage of the sign
 - Square footage of the surface area of the necessary uprights or supports (shall not exceed 30% of the sign area)
 - Height of the sign base (30 inches of the base of a monument signs shall be excluded from the calculation of the sign area.)
 - Site specific footing detail
 - Sign material
 - Type of transformer (GFI, UL, etc.)
 - Drawn to scale, not less than fifty (50) feet to the inch.
 - Site drawing showing:
 - the location of sign
 - the road right-of-way
 - the dimension from the road right-of-way to sign
 - All structures within 200 feet of the sign (ie. drives, buildings, utilities, easements, landscaping, etc.) to determine that sign will not cause interference.
 - If located near an intersection or near an access to the site, then the distance from either must be shown.
- Commercial Building Permit application with:
 - Current copies of a Building Contractor or Sign Specialist license and driver's license.
- Electrical Permit application with:
 - Current copies of an Electrical Contractor and Master Electrician's license and driver's license or a Sign Specialist license and driver's license.



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Case # SZ

Application for Sign Approval

NOTICE TO APPLICANT:

The following application must be completed and filed with the Township. The application will be reviewed by Planning and Zoning in accordance with Sign Ordinance No. 138. There is a non-refundable application fee of \$100.00 plus \$20.00 per sign. PROOF OF OWNERSHIP MUST BE INCLUDED WITH THIS APPLICATION. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a Copy of the Warranty Deed. If the applicant is not the property owner, then written authorization from the property owner must be included.

Business Name: _____

APPLICANT

Name: _____ Business Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

PROPERTY OWNER(S)

Name (s): _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

CONTACT PERSON FOR THIS REQUEST

Name: _____ Phone: _____ Fax: _____

Email: _____

SIGN LOCATION

Address: _____

Sidwell Number: 09- _____ Nearest Cross Streets: _____

Square Footage of Tenant Space: _____ Type of Sign(s): _____ Ground _____ Wall

