



Charter Township of Orion

Planning & Zoning Department

2525 Joslyn Rd., Lake Orion MI 48360

P: 248-391-0304 ext. 5001; 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. 153. Once approved the applicant should contact the Building Department regarding additional applications and fees.

All the following must accompany the Sign Approval application, incomplete applications will not be processed until they are complete:

- 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
 - Sign dimensions, height and width on the print (see Ordinance 153 for how the area of the sign is calculated)
 - Total overall sign square footage
 - Cross-section of the sign
 - Sign material
 - Distance from the wall of the building to the furthest point of the sign
 - Dimensions and square footage of the front façade, for 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.)
 - Sign material
 - 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 distance 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.



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Case # SZ

Application for Sign Approval

NOTICE TO APPLICANT:

The following application must be completed in its entirety (unless noted for office use only) and filed with the Township. Incomplete applications will not be processed until complete. The application will be reviewed by Planning and Zoning in accordance with Sign Ordinance No. 153. **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 and number of Sign(s): _____ Ground _____ Wall _____

Case #: SZ

SIGN LIGHTING

The applicant acknowledges that the lighting of the proposed sign(s) comply with the following:

- Maximum sign illuminance shall not exceed 0.3 foot-candle above the ambient light measurement (day or night) at the nearest residential property line and 1.0 foot candle at the nearest non-residential property line; including any internal and /or external sign lighting.
- Sign lighting may be directed upward, downward of may be internal to the sign.
- Downward and upward directed sign lighting shall illuminate the sign only, and light spill-over shall not exceed 1.0 foot-candle along non-residential property lines and 0.3 foot candle along residential property lines.

Initial here _____

I hereby submit this application for Sign Approval, pursuant to the provisions of the Orion Township Sign Ordinance, Ordinance No. 153, as well as any other applicable Township Ordinance requirements. I hereby certify that the information provide herein is accurate and the application that has been provided is complete.

Signature of Applicant:

(Must be original ink signature) _____ Date: _____

Print Name: _____

Signature of Property Owner:

*(Must be original ink signature and name must match the name on the deed unless not an individual then see * below)* _____ Date: _____

Print Name: _____

***If the owner of record on the provided deed is not an individual, proof must be provided that the individual signing as the owner has right to sign as the property owner.**

OFFICE USE ONLY

Zoning Classification of property: _____ Adjacent Zoning: N. S. E. W.

Date Filed: _____ Fee Paid: _____ Receipt Number: _____