



**Planning Department
City of Royal Oak**

211 Williams St. / P.O. Box 64
Royal Oak, Michigan 48068-0064
 (248) 246-3280 FAX (248) 246-3005
 City Website: www.ci.royal-oak.mi.us

Application for Sign Ordinance Appeal											
Property Address, Parcel ID Number, & Legal Description:											
	(#)	(n/s/e/w)	(name)							(suffix)	
	72-										
	Parcel ID Number(s)										
	Legal Description (attach copy if necessary)										
Sign Description <i>(Must Include Master Signage Plan per §607-18)</i>											
Applicant Information <i>(Must have legal interest in the property)</i>	Name:						Birth Date	-	-	-	
	Address:										
	City:				State:			Zip:	-		
	Phone:				or						
	Fax:				E-Mail:						
	<input type="checkbox"/> Own the property										
			<input type="checkbox"/> Lease the property, if so what is term of lease:					years	w/ option?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Have offer to purchase property (attach purchase agreement)										
	<input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.)										
Primary Contact <i>(if other than applicant)</i>	Name:						Phone:				
	Relationship to Applicant:		<i>(e.g., architect, attorney, contractor, etc.)</i>								
Property Owner Information <input type="checkbox"/> Same as Applicant	Name:						Birth Date	-	-	-	
	Address:										
	City:				State:			Zip:	-		
	Phone:				or						
	Fax:				E-Mail:						
	Property Owner Signature		<i>(if other than applicant):</i>								

<p>Signature</p> <p>X</p> <p>Signature of Applicant</p> <p>STATE OF MICHIGAN, COUNTY OF OAKLAND ss:</p> <p>On this _____ day of _____, A.D., 20____,</p> <p>Before me personally appeared the above named person, who being dully sworn, says that he/she has read the foregoing application for Plan Commission and/or Zoning Board of Appeals, by him/her signed and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he/she believes it to be true.</p> <hr/> <p>Notary Public of Oakland County, Michigan</p> <p>My Commission Expires: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Fees (see notes below)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Sign Ordinance Appeal</td> <td style="text-align: right;">\$ 300</td> </tr> <tr> <td><input type="checkbox"/> Notary Public</td> <td style="text-align: right;">\$ 10</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table> <p><u>Notes on Fees & Application Requirements:</u></p> <p>Fees are doubled if work is commenced prior to filing an application for review and obtaining necessary approvals.</p> <p>Items postponed by the Plan Commission or the applicant are subject to a new application fee or as determined by the Director of Planning.</p> <p>Notification to adjacent property owners and/or occupants will be provided by the city pursuant to state law and local ordinance.</p> <p>The application fee should be paid at the Treasurer's Office, Room # 109 of the City Hall building.</p> <p>In order to be considered at an upcoming meeting, this application and all required documents must be submitted to the Planning Department by the established "cut-off" date for the next regular meeting date of the Plan Commission.</p> <p>The applicant or a representative must be present at meeting(s).</p> <p>For a list of the information that must accompany this application, please refer to §607-18, Master Signage Plan, of the Sign Ordinance.</p>	Fees (see notes below)		<input type="checkbox"/> Sign Ordinance Appeal	\$ 300	<input type="checkbox"/> Notary Public	\$ 10	<input type="checkbox"/> Other:	\$	TOTAL	\$
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<input type="checkbox"/> Notary Public	\$ 10										
<input type="checkbox"/> Other:	\$										
TOTAL	\$										

Criteria for Variances to Sign Ordinance

An applicant must present evidence to show that, if the Sign Ordinance is applied strictly, unnecessary hardship and/or practical difficulties to the applicant will result, and that all eight of the following findings of fact are met:

- (a) That the property could not reasonably accommodate a sign permitted at that specific location;
- (b) That the appeal results from exceptional and unique circumstances peculiar to the property and not from general neighborhood or city-wide conditions, including unique architectural character of the building or innovative techniques that are determined not to be detrimental to the building or the character of the area;
- (c) That the sign requested by the variance would not alter the essential character of the area;
- (d) That the alleged hardships and practical difficulties, or both, which will result from a failure to grant the variance include substantially more than mere inconvenience or monetary concern;
- (e) That the alleged hardship has not been created by the petitioner or any other person presently having an interest in the property;
- (f) That the article's restrictions unreasonably prevent the owner from using the property for a permitted land use;
- (g) That the variance would do substantial justice to the applicant as well as to other property owners in the immediate vicinity that would be affected by granting the variance, considering the public benefits intended to be secured by this article, and the individual hardship that will be suffered by a failure of the Board to grant a variance; and
- (h) That a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners.

<p>Treasurer's Office (Official Use Only)</p> <p>This application is valid when signed by the cashier at the Treasurer's Office, confirming payment of fee.</p> <p>Application Account Number: 101.000.62901</p> <p>Receipt Number:</p>	<p>Taxes & Water Bills:</p> <p><input type="checkbox"/> Paid</p> <p><input type="checkbox"/> Not Paid in Full Amount Owned: \$</p> <p>Cashier's Signature:</p>
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