

**APPLICATION AND PERMIT INSTRUCTIONS**

**TO APPLY FOR A SIGN PERMIT:**

1. It is the applicant's responsibility to consult the Bridgewater Township Zoning Ordinance to be sure the proposed sign is of the size and placement allowed in the zoning district in which it is to be located.
2. It is the applicant's responsibility to fill out the application completely and provide all required attachments.
3. If the application is missing any piece of information needed by the Zoning Administrator, you will be notified and given an opportunity to provide it.
4. The Zoning Administrator will notify you of your application's approval or denial.

**WHAT TO DO NEXT WHEN APPLICATION IS APPROVED**

1. You must apply for a building permit at: **Western Washtenaw Construction Authority at 912 City Street, Manchester, Michigan. 734-428-7001**
2. You must have a Footings inspection and a Final inspection. It is your responsibility to call the Building Inspector when you are ready for each of these inspections.
3. You also must have a Footings Confirmation inspection from the Township Zoning Administrator. It is your responsibility to call for the Zoning Administrator and the Building inspector for your footings inspection.
4. You must post your Building Permit at the construction site, protected from weather and visible from the road.
5. You must also post your copy of this application and report, protected from weather and visible from the road. The Zoning Administrator will mark it when footings Confirmation has been preformed.
6. If you want to change the location or size of the sign, you must amend your application with the Zoning Administrator.

**IF APPLICATION IS REJECTED** (see confirmation below)

1. You may amend your application to bring your sign into compliance with ordinance.
2. You may also appeal the decision of the Zoning Administrator or apply for a Variance from the ordinance requirements.
3. If you wish to appeal or apply for a variance, consult the Zoning Ordinance for the proper procedure or call the Zoning Administrator for assistance.

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(Office Use Only)

**ZONING ADMINISTRATOR PRELIMINARY REPORT:**

DATE APPLICATION RECEIVED \_\_\_\_\_ COMPLETE \_\_\_\_\_ DATE COMPLETE \_\_\_\_\_

(IF NOT COMPLETE, SPECIFY BELOW)

**MISSING INFORMATION**

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**SIGN PERMIT:** (The application and all required attachments are part of the permit.)

**Approved** \_\_\_\_\_ **Ordinance Section #** \_\_\_\_\_

**Date** \_\_\_\_\_ (**Zoning Administrator Signature** \_\_\_\_\_)

**Footings Confirmed**

\_\_\_\_\_ **Date** (Zoning Administrator Signature) \_\_\_\_\_

**Rejected**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Applicant Notified** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reason** \_\_\_\_\_

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**(Zoning Administrator Signature)** \_\_\_\_\_