

BRIDGEWATER TOWNSHIP
SIGN PERMIT APPLICATION
(INSTRUCTION ON BACK PAGE)

Application Date _____ New Sign _____ Replacement _____

I. APPLICANT INFORMATION (see also #1 under required attachments section below)

NAME _____
COMPANY _____
ADDRESS _____
CITY/ZIP _____ PHONE _____

II. SIGN INFORMATION (see also #3, #4, & #5 under required attachments section below)

Address _____ Now Zoned _____
Tax Code Number _____
Legal Description of Property (Attach Property Description to application)
Describe any special zoning conditions for this property:
Conditional Use Permit _____
Legal Non-Conformity _____

Purpose of Sign _____

III. OWNER OF SIGN SITE PROPERTY INFORMATION (To be completed if applicant is not owner of sign site property) See also #1 & #2 under required attachments below)

Owners Name _____
Address _____
City/Zip _____ Phone _____

COMPLETE DESCRIPTION OF OWNER'S RELATIONSHIP TO APPLICANT:

IV. REQUIRED ATTACHMENTS: Please Submit five (5) copies of each attachment

1. Proof of ownership of sign site (copy of land contract, mortgage, deed, purchase agreement or lease)
2. Letter of permission from owner for proposed sign if applicant is not owner of sign site.
3. Accurate survey drawing of the sign site property showing location of all buildings, structures and their uses, and location of the proposed sign.
4. Complete description and scale drawings of the sign, including all dimensions and the area in square feet.
5. Certificate of public liability insurance. (New certificates to be filed with Zoning Inspector every year. Coverage must be maintained continuously.)

V. SIGNATURES Signing this application affirms the accuracy of its contents

Applicant signature

Date

Property owner (if not same as applicant)

Date

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.

(Office Use Only)

ZONING ADMINISTRATOR PRELIMINARY REPORT:

DATE APPLICATION RECEIVED _____ COMPLETE _____ DATE COMPLETE _____
(IF NOT COMPLETE, SPECIFY BELOW)

MISSING INFORMATION

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 _____

(Zoning Administrator
Signature) _____