

APPLICATION PACKET

ARC SIGN REVIEW

COMMUNITY DEVELOPMENT DEPARTMENT
CHARTER TOWNSHIP OF PLYMOUTH
9955 N. Haggerty Road
Plymouth, MI 48170



APPLICATION PACKET
ARC SIGN REVIEW
Community Development Department
Charter Township of Plymouth

1. PURPOSE

Certain types of signage within the ARC, Ann Arbor Road Corridor District, are subject to the approval of the Planning Commission. The purpose of the ARC Sign Review process is to afford the Planning Commission an opportunity to determine whether the proposed signage is consistent with Section 14 of the Charter Township of Plymouth Zoning Ordinance. A copy of the Zoning Ordinance can be found on the Township website: <http://www.plymouthtp.org>. Information found in the Zoning Ordinance is essential for the completion of ARC Sign Applications.

2. APPLICATION REVIEW PROCESS

A. Submittal to the Community Development Department

The following items are required to be submitted for all ARC Sign Applications:

1. Application Form
 - a) Planning Commission Application (2 pages)
 - b) Submittal Certification (1 page)

See Section 3 of this packet for instructions. A copy of the Application Form is attached and made part of this packet.
2. Sign Location Map (17 copies)

See Section 4 of this packet for instructions. An ARC Sign Review Checklist is also attached and made part of this packet.
3. Colored Rendering of the Proposed Signage (17 copies)

See Section 5 of this packet for instructions. An ARC Sign Review Checklist is also attached and made part of this packet.
4. Presentation PDF (1 copy)

See Section 6 of this packet for instructions.
5. Review Fee

A copy of the current Schedule of Fees is attached and made a part of this packet. If you have any questions, please contact the Community Development Department.

B. Technical Review

The Technical Review for ARC Sign Applications is a 1-step procedure. The Township Planning Commission is the final approval authority for all ARC Sign Applications. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township.

APPLICATION PACKET
ARC SIGN REVIEW
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The completed ARC Sign Application will be placed on the agenda for review at the next regular Planning Commission meeting, according to the submission date. All the supportive data and plans submitted with the application will be forwarded to Township Staff and Consultants for review and comments.

Reports from Township Staff and Consultants will be available the Friday before the Planning Commission meeting, and will be emailed to the titleholder of the property or his/her appointed project agent, as specified on the Application Form.

C. Planning Commission Meeting

The Planning Commission meets on the third Wednesday of each month, at 7:00 P.M., in the Town Hall meeting room, located at 9955 N. Haggerty Road. The exception is the month of December, in which the meeting is held on the second Wednesday. If the titleholder of the property, or his/her appointed project agent, is not present for the meeting at which the ARC Sign Application will be considered, the application will be tabled and no action will be taken.

D. Final Stamp

If ARC Sign Approval is granted by the Planning Commission, 4 complete sets of plans must be submitted to the Community Development Department following the Planning Commission meeting. The plans should incorporate all conditions of approval required by the Planning Commission. If all items have been addressed, then Township Staff and Consultants will sign off on the plans and 2 copies of the stamped plans will be made available to the titleholder of the property, or his/her appointed project agent. Upon receipt of the stamped plans, the titleholder of the property, or his/her appointed project agent, must create 1 PDF version of the stamped plans and email a copy of the PDF to the Community Development Department. This will signify the end of the ARC Sign Review process.

3. APPLICATION FORM

The Application Form consists of the following 2 documents: the Planning Commission Application, and the Submittal Certification.

A. Planning Commission Application (2 pages)

The Planning Commission Application shall be signed by the titleholder of the property. If the titleholder of the property chooses to appoint a project agent to act on his/her behalf, then the Planning Commission Application must be signed by both the titleholder of the property, and his/her appointed project agent.

APPLICATION PACKET
ARC SIGN REVIEW
Community Development Department
Charter Township of Plymouth

B. Submittal Certification (1 page)

The Submittal Certification shall be signed by the titleholder of the property, or his/her appointed project agent.

4. SIGN LOCATION MAP

The Sign Location Map should identify the location of any proposed monument sign or wall sign. For monument signs, the Sign Location Map shall consist of a plan view of the entire site with the sign setback dimensioned from the street setback line. For wall signs, the Sign Location Map shall consist of a plan view of the entire site and the location of the proposed wall sign on the building must be indicated.

5. COLORED RENDERING OF PROPOSED SIGNAGE

The Colored Rendering of the Proposed Signage should illustrate the proposed height and dimensions of the sign as well as the type of font, colors, materials, and method of illumination. In addition, a calculation of the sign area, and a calculation of the overall "signable area" as it relates to the Zoning Ordinance, must be provided on the rendering.

For monument signs, the details of the required landscape buffer along the base of the sign must be shown. Details of the proposed method of installation and cross-sections must also be provided.

For wall signs, the proposed signage should be overlaid onto an image of the building façade. Details of the proposed method for mounting the sign onto the wall and cross-sections must also be provided.

6. PRESENTATION PDF

At least 1 week prior to the Planning Commission meeting, a PDF of the following items must be emailed to the Community Development Department for presentation at the Planning Commission meeting (these items will be projected onto a screen in the Town Hall meeting room and will be posted on the Township website):

- A. A Sign Location Map, at the scale submitted for review.
- B. A Colored Rendering of the Proposed Signage.

APPLICATION PACKET
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7. SUBMISSION DATES

All ARC Sign Applications, along with required plans and supportive data, shall be submitted to the Community Development Department. In order to be considered for placement on the Planning Commission agenda, all information must be submitted by the close of business at least 20 working days prior to the meeting date. A complete list of meeting dates and submission deadlines is available on the Township website: <http://www.plymouthtwp.org>.

8. STAFF AND CONSULTANT MEETINGS

Township Staff and Consultants are available to meet with you, for a fee, if you have any questions or wish to discuss your application. Appointments are made through the Community Development Department. Cancellations must be made 24 hours in advance of the meeting. Individuals, who fail to make the appointment and fail to notify the Community Development Department, will be charged for 1 hour of the consultant's time.

ARC SIGN REVIEW CHECKLIST

Community Development Department

Charter Township of Plymouth

The following checklist is intended to be a general guide for all ARC Sign submittals. Please refer to the Township Zoning Ordinance for specific requirements. Care should be taken to ensure that all required information is included. Failure to supply any of the required information may prevent the application from being placed on the Planning Commission agenda, or may cause the application to be tabled at the meeting.

	REQUIREMENT	PROVIDED	N/A
GENERAL INFORMATION	The name, address, and telephone number of the owner/developer.		
	The name, address, and telephone number of the person or firm preparing the sign drawings.		
	The address of the subject property.		
	The scale, north arrow, and date of preparation (including revision dates).		
	A note indicating any variances previously received.		

	REQUIREMENT	PROVIDED	N/A
SIGN LOCATION MAP	A Plan View of the entire site, illustrating the following information:		
	The existing boundary lines of the subject property.		
	The existing and proposed road right-of-way, including the centerline of the road, dimensioned.		
	The street setback line delineated, as per the Zoning Ordinance.		
	For monument signs, the sign setback must be dimensioned from the street setback line.		
	For wall signs, the location of the proposed signage on the building must be indicated.		

	REQUIREMENT	PROVIDED	N/A
COLORED RENDERING OF THE PROPOSED SIGNAGE	The Colored Rendering of Proposed Signage must be drawn to scale and illustrate the following:		
	The proposed height and dimensions of the sign.		
	The type of font to be used on the sign.		
	The colors and materials of the sign.		
	The method of illumination of the sign.		
	A calculation of the sign area.		
	A calculation of the overall "signable area," as per the Zoning Ordinance.		
	For monument signs, the details of the required landscape buffer around the base of sign must be shown. Details of the proposed method for installing the sign and cross-sections must also be provided.		
	For wall signs, the proposed signage should be depicted as an overlay onto an image of the building façade. Details of the proposed method for mounting the sign onto the wall and cross-sections must also be provided.		

	REQUIREMENT	PROVIDED	N/A
PRESENTATION PDF	A Sign Location Map, at the scale submitted for review.		
	A Colored Rendering of Proposed Signage, at the scale submitted for review.		

APPLICATION

PLANNING COMMISSION & COMMUNITY DEVELOPMENT DEPARTMENT
CHARTER TOWNSHIP OF PLYMOUTH
9955 N. HAGGERTY ROAD, PLYMOUTH, MI 48170
Phone: (734) 354-3270, Ext. 5

App No. _____
Date _____

IF THE TITLEHOLDER OF THE PROPERTY CHOOSES TO APPOINT A PROJECT AGENT TO ACT ON HIS/HER BEHALF, THE PROJECT AGENT SHALL RECEIVE ALL CORRESPONDENCE WITH COPIES TO THE TITLEHOLDER.

Titleholder of the Property

Project Agent (If other than the Titleholder of the Property)
--

Legal Name of Titleholder _____
Contact Name _____
Address _____
City, State ZIP _____
Phone Number _____
Fax Number _____
Email _____

Company Name _____
Contact Name _____
Address _____
City, State ZIP _____
Phone Number _____
Fax Number _____
Email _____

Type of Application _____

Proposed Land Use _____

Subject Property Address _____

Zoning Classification _____ Present _____ Requested _____

Is property being held under a Land Contract or Purchase Agreement? YES _____ NO _____

If yes, please submit a copy of the Land Contract or Purchase Agreement.

Property Tax ID Number(s)	Titleholder's Name	Date Title Acquired
R-78	_____	_____
R-78	_____	_____
R-78	_____	_____
R-78	_____	_____

Legal Description of Property (attach separate sheet if necessary)

If a building is presently located upon the premises, attach a photograph of the building.

Subdivision _____ Lot Number _____

OR

Metes and Bounds Description (attach separate sheet if necessary) _____

Application Fee	\$ _____	Check # _____	Date _____	Received By _____
Resubmission Fee #1	\$ _____	Check # _____	Date _____	Received By _____
Resubmission Fee #2	\$ _____	Check # _____	Date _____	Received By _____

IF THE TITLEHOLDER OF THE PROPERTY APPLIES ON HIS/HER OWN BEHALF, HE/SHE SHALL SIGN IN THE LEFT SIGNATURE COLUMN BELOW.

IF THE TITLEHOLDER OF THE PROPERTY CHOOSES TO APPOINT A PROJECT AGENT TO ACT ON HIS/HER BEHALF, THE TITLEHOLDER SHALL SIGN IN THE RIGHT SIGNATURE COLUMN BELOW, AND THE APPOINTED PROJECT AGENT SHALL SIGN IN THE LEFT SIGNATURE COLUMN BELOW.

THIS AFFIDAVIT IS TO BE SIGNED BY THE TITLEHOLDER OF THE PROPERTY OR BY THE TITLEHOLDER'S APPOINTED PROJECT AGENT.

THIS AFFIDAVIT IS TO BE SIGNED BY THE TITLEHOLDER OF THE PROPERTY, IF APPOINTING A PROJECT AGENT TO REPRESENT HIM/HER.

I hereby certify that the information given herein is correct and true. I further certify that all information and data furnished in connection with this application or processing thereof is true and correct. I acknowledge that I am solely responsible for any and all errors and omissions.

I hereby certify that I have appointed the above Project Agent to act on my behalf and authorize him to submit this application for me and to secure the permit. I further certify that all information and data furnished in connection with this application or processing thereof is true and correct. I acknowledge that I am solely responsible for any and all errors and omissions.

STATE OF MICHIGAN)
) Ss.
COUNTY OF WAYNE)

STATE OF MICHIGAN)
) Ss.
COUNTY OF WAYNE)

Titleholder/Project Agent Signature

Titleholder Signature

Titleholder/Project Agent Printed Name

Titleholder Printed Name

Subscribed and sworn to me this ____ day of _____,
Commission Expires ____ / ____ , ____

Subscribed and sworn to me this ____ day of _____,
Commission Expires ____ / ____ , ____

Township Clerk or Notary Public

Township Clerk or Notary Public

It is hereby resolved; effective immediately (January 15, 1986), the Charter Township of Plymouth shall retain all fees submitted with an application to the Planning Commission irrespective of the timing of the request for withdrawal by the applicant during the processing of said application or of the Planning Commission's decision.

The Charter Township of Plymouth does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, arrest record, height or weight in employment or the provision of services.

Neither the Charter Township of Plymouth, nor any of its employees, agents or representatives shall be responsible for any error or omission in information or data submitted in connection with this application. Meetings of the Plymouth Township Planning Commission are held on the third Wednesday of each month. The Township must receive applications at least 20 business days prior to the meeting. A fee established by the Township Board must accompany each application. Applicants are encouraged, prior to the public meeting, to attempt to obtain approval from civic associations and adjoining property owners.

SUBMITTAL CERTIFICATION

Community Development Department
Charter Township of Plymouth



By signing below, I certify that I have reviewed the submittal requirements found in the Township Zoning Ordinance and/or the Subdivision Regulations, as well as those found in the Application Packet from the Community Development Department, as it pertains to the application being submitted for review by the Township.

I further certify that I have included all necessary information on the plans, surveys, and/or drawings, submitted in conjunction with this application and, to the best of my knowledge, the information is complete for the project as follows:

NAME OF PROJECT: _____

ADDRESS OR LOCATION OF PROJECT: _____

PLANS DATED: _____ / _____ / _____ (Date of Last Revision)

I realize that the failure to include all of the required information may result in tabling or denial of the application.

(Titleholder or Project Agent Signature)

(Date)

(Titleholder or Project Agent Printed Name)

Fee Schedule | Planning & Zoning

CHARTER TOWNSHIP OF PLYMOUTH

Effective September 13, 2017



APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
REZONING & CONDITIONAL REVIEW	\$2,900, plus \$50 per acre, plus \$600 (<i>Recording Review Cost if a Conditional Rezoning</i>)
SPECIAL USE REVIEW	\$2,800
OPTION REVIEW (CHO, RUD, PUD)	
<u>Option Review - Planning Commission</u>	\$3,000, plus \$50 per acre
<u>Option Review - Board of Trustees</u>	\$1,600
<u>Amendments / Modifications to an Existing Option</u>	\$3,000, plus \$50 per acre
SITE CONDOMINIUM SUBDIVISION / PLAT REVIEW	
<u>Tentative Preliminary</u>	\$3,000, plus \$30 per lot
<u>Final Preliminary</u>	\$2,500, plus \$30 per lot
<u>Final (Plat) Review</u>	\$2,000, plus \$15 per lot
<u>Review at Each of the Three Stages Above (Board of Trustees)</u>	\$1,600, each regular meeting
LANDSPLIT / COMBINATION (<i>first review listed only</i>)	
<u>Lot Split (all Districts)</u>	\$1,200 plus \$100 per resulting lot* <i>*Fee doubled if more than four new parcels resulting</i>
<u>Lot Line Modification</u>	\$1,200
<u>Land Combination</u>	\$800
<u>Land Combination, Single Family Residential Only</u> (<i>excludes CHO / RUD / PUD</i>)	\$400
SPECIAL MEETINGS	
<u>Planning Commission</u>	\$2,000, per meeting
<u>Pre-Application Meetings</u>	
Engineer	\$175
Planner	\$175
OTHER APPLICATIONS	\$2,500, plus \$150 per acre
SIGN REVIEW (ARC, OS-ARC) - Per Sign	\$400
PRIVATE ROAD	
<u>Road Plan</u>	\$1,200, plus \$110 per lots over four (4)
<u>Road Maintenance Agreement</u>	\$900

Fee Schedule | Planning & Zoning

CHARTER TOWNSHIP OF PLYMOUTH

Effective September 13, 2017

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
<p>SITE PLAN REVIEW <i>(tentative review listed only)**</i> <i>** Should both tentative and final site plan review be requested at the same time, the total fee shall be increased by 1.5%.</i></p> <p><u>All Districts / Cluster Housing (CHO) / Residential Unit Development (RUD) / Planned Unit Development (PUD)</u></p> <p style="padding-left: 40px;"><u>Addition to Existing Building(s)</u></p> <p style="padding-left: 40px;"><u>CHO / RUD / PUD Review: Board of Trustees only</u></p> <p style="padding-left: 40px;"><u>Administrative Review (major)</u></p> <p style="padding-left: 40px;"><u>Administrative Review (minor)</u></p>	<p>\$3,500, plus \$150 per acre</p> <p>\$3,000, plus \$150 per acre</p> <p>\$1,600, each regular meeting</p> <p>\$2,500, plus \$100 per acre</p> <p>\$350</p>
<p>LANDSCAPE OBSERVATION & REPORT</p> <p style="padding-left: 40px;"><u>All Districts</u></p> <p style="padding-left: 40px;"><u>Additional Units for Subsequent Site Visit & Review (excluding revisions)</u></p>	<p>\$700, plus \$30 per impacted area</p> <p>\$100, per unit</p>
<p>DOCUMENT REVIEWS*** <i>***Document review fees are base fees, additional fees by the Engineer, Planner and Attorney may be invoiced on a time and material basis.</i></p> <p style="padding-left: 40px;"><u>Traffic / Impact Study</u></p> <p style="padding-left: 40px;"><u>CHO/ RUD /PUD</u></p> <p style="padding-left: 40px;"><u>Open Space Community</u></p> <p style="padding-left: 40px;"><u>Private Road</u></p> <p style="padding-left: 40px;"><u>Landscape Maintenance</u></p> <p style="padding-left: 40px;"><u>Open Space Maintenance</u></p> <p style="padding-left: 40px;"><u>Stormwater Maintenance</u></p> <p style="padding-left: 40px;"><u>Easements</u></p> <p style="padding-left: 40px;"><u>Subdivision / Condominium</u></p> <p style="padding-left: 40px;"><u>Declaration of Restrictions</u></p> <p style="padding-left: 40px;"><u>Deed Restrictions</u></p> <p style="padding-left: 40px;"><u>Master Deed / By-Laws</u></p> <p style="padding-left: 40px;"><u>Wayne County Agreements</u></p> <p style="padding-left: 40px;"><u>Other Documents</u></p>	<p>\$500</p> <p>\$350, per document</p> <p><i>A single escrow account in the amount of \$3,000 shall be established for reviews by the Engineer, Planner and Attorney (\$1,000 per consultant.) Community Development shall withdraw fees from the escrow account based on invoices submitted by the consultant based on time & materials. If any \$1,000 segment is drawn down to \$400 or less, the applicant shall submit additional funds to bring the segment back to the \$1,000 escrow. At the conclusion of the project, any remaining escrow funds shall be refunded to the applicant.</i></p>

Fee Schedule | Planning & Zoning

CHARTER TOWNSHIP OF PLYMOUTH

Effective September 13, 2017

TRUST & AGENCY FEES	
<p>REVIEW IMPROVEMENT PLANS</p> <p style="padding-left: 40px;"><u>Sanitary, storm sewers and watermains</u> <i>(percent of estimated construction costs)</i></p> <p style="padding-left: 40px;"><u>Part 41 sanitary sewer permit applications</u></p> <p>INSPECTION TASKS</p> <p style="padding-left: 20px;"><u>Sanitary, Township storm and water at installation;</u> Field check for: <i>Release of bonds on monuments and lot irons.</i> <i>Release of bonds on site improvements.</i> <i>Per Diem @ Daily rate.</i></p> <p>GENERAL ADMINISTRATION OF CONSTRUCTION</p>	<p>2%. Minimum Deposit = \$400</p> <p>\$300</p> <p>Minimum Deposit = 3% of construction costs or Three (3) inspection days, whichever is greater.</p> <p>2% of construction costs. Minimum Fee = \$450</p>

Note:

All revisions will be ½ of the original fee. A first review fee will be charged if revised application is submitted later than 180 days or if substantial modifications are made, per the determination of the Township.

Additional Engineering and Attorney fees may be required for all applications, and invoiced by time and material.

All recording fees are the responsibility of the applicant.

No refunds will be given once the application has been processed and funds deposited with the Treasurer's Office (excluding escrow).