



**City of Bloomfield Hills**  
 45 E. Long Lake Road  
 Bloomfield Hills, Michigan 48304-2322  
 Phone (248) 644-1520 Fax (248)644-4813  
[www.bloomfieldhillsmi.net](http://www.bloomfieldhillsmi.net)

## Sign Application

### 1. Identification

**Project Name** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Interest in the Property (e.g. fee simple, land option, etc.) \_\_\_\_\_

**Property Owner** (if other than applicant) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

### 2. Property Information

Property Street Address \_\_\_\_\_

Permanent Parcel Number \_\_\_\_\_

Legal Description of Property  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Zoning District \_\_\_\_\_

### 3. Sign Information.

All signs must be designed and constructed in accordance with *Chapter 16 Signs*. Provide the following information:

Sign Type \_\_\_\_\_

Is the type of sign permitted in the zoning district? \_\_\_\_\_

Wording on Sign \_\_\_\_\_



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Total Display Area (sq. ft.) \_\_\_\_\_

Sign Height (ft.) \_\_\_\_\_

Proposed Setback from Road Right-of-Way \_\_\_\_\_

Type of Illumination \_\_\_\_\_

Height and Width of Building (for Wall and Projecting Signs) \_\_\_\_\_

**4. Application Procedure.** The completed application, with all elements to be turned in to the City Clerk to commence the review process, shall include all of the following information:

**NOTE: Partial sets will not be accepted for submittal.**

- Application Form and Fees.** A completed application form, completed checklist and an application fee are required with the initial submittal. (Application Fee - \$500.00, Initial Escrow Deposit - \$5,000.00 for residential projects and \$10,000.00 for commercial projects. Escrow is subject to increase depending on complexity of the project. Escrow establishment form must be signed and submitted with escrow deposit.)
- Copies.** At the time of initial submittal, a complete electronic file of the site plan, landscape plan, elevation drawings, color renderings, completed checklist and application documents must be emailed to [building@bloomfieldhillsmi.net](mailto:building@bloomfieldhillsmi.net). When the application is approved to be placed on an agenda, staff will make contact to request the plan sets for the board and commission members.

NOTE: Submittal on or before the deadline for any given board or commission meeting does not guarantee your petition will be on that agenda. Staff will contact the applicant and property owner when the petition will be set for a hearing date.

I, \_\_\_\_\_ (applicant),  
do hereby swear that the information given herein is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Property Owner (if different)



## CITY OF BLOOMFIELD HILLS

### \*PROPERTY OWNER ESCROW ACCOUNT ESTABLISHMENT\*

Property Location: \_\_\_\_\_ Date: \_\_\_\_\_

The City has established an ordinance requiring the payment of monies to reimburse the City for review expenses. Person(s) making application for reviews, approvals or other beneficial grants from the City are required to establish an escrow account to defray the costs and expenses of the City for reviews reasonably required to respond to such applications.

The City incurs considerable expenses for planning, engineering and legal reviews, and, consistent with the policy of the City, as established in the ordinance to secure payment for such reviews from the persons or entities seeking the special and singular benefit therefrom.

A single fee, adopted by resolution, shall be deposited and shall be used to defray the expenses with respect to all consultant reviews. In the event the fee is depleted due to the on-going nature of the project, additional fees shall be required in order to proceed with further reviews. In the event that the project is finalized and review fees have not been depleted, the remaining fees will be returned to the applicant in accordance with the provisions of Sections 2-601 and 2-602 of the Ordinance Code.

The following fees have been set by the City Commission and must be paid at time of application to the City:

- \$10,000.00 – Commercial projects
- \$5,000.00 – Residential projects

By signing below you hereby grant the establishment of an escrow account for the project for which you or an authorized agent are applying for. You further agree to the above terms regarding the established fees and procedures for incurring additional fees and the refund of any remaining fees upon approved completion of the project.

Failure to maintain adequate fees in this account shall place your project “on hold” until the required fees have been successfully added to your account.

The City prefers the escrow account fee be paid by the property owner as there will be several separate companies and or parties involved with the project. By having the property owner establish this account the City is able to use current software and accounting practices to monitor the account for debits and credits for invoices received by the City for your project.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Printed Name)

Present Address (if different from above): \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash Amount: \$ \_\_\_\_\_

## SIGN REQUEST CHECKLIST

### Information included in the materials for Planning Commission Review

- Type of Sign
- Height of Sign
- Height of Structure
- Color of Sign
- ROW line marked on plans (ground sign)
- Size of letters on sign
- Content of Sign
- Landscape around Sign
- Impact to utilities (ground sign)
- Sign area (sq. ft.)
- Placement on building (wall sign)
- Lighting
- Site Plan showing the location of proposed sign and all existing signs
- Aesthetically harmonious with the architectural character of the building or related development features of the premises on which it is located with respect to design, shape, color, materials, texture and similar features
- Location of the sign on the property in relation to property lines, buildings, streets, public rights of way and street intersections
- Details of sign support / structure
- Details of the method a sign is to be attached to the wall
- Color renderings of how the sign would look on the site from all street views
- Construction detail of the sign
- Sight line of vehicles entering or exiting the premises
- Narrative from applicant on alternative designs considered that are closer to ordinance requirements.