

City of Detroit
Building Safety Engineering And Environmental Department

ADVERTISEMENT SIGN APPLICATION DOCUMENT CHECKLIST

Purpose: The purpose of this document Checklist is to assist applicants in submitting an application for the erection or alteration of any sign on a premises for which a permit is required under Section 4-4-17 of the Detroit City Code. Permit request for each sign shall require a separate application. The Buildings Safety Engineering and Environmental Department (BSEED) accepts an application only if it is complete with all applicable information, documents and fees received.

- ☐ 1. The name and contact information of the applicant;
- ☐ 2. The name and contact information of the owner of the premises
- ☐ 3. Written authorization by the owner for the applicant, if different from the owner, to submit the application on the owner's behalf;
- ☐ 4. The name and contact information of the sign erection contractor that will erect the proposed sign for which the permit is sought;
- ☐ 5. The number of the sign erection contractor's valid license, as issued by the Buildings, Safety Engineering, and Environmental Department's Business License Center;
- ☐ 6. The address and parcel number(s) of the premises;
- ☐ 7. The zoning district and sign district of premises;
- ☐ 8. Proof of current ownership of the premises, as may be provided in the form of a deed, land contract, or other valid and duly recorded instrument;
- ☐ 9. A site plan to scale showing the existing conditions of the premises. including:
 - a. North arrow, legend. if applicable, with graphic and written scale;
 - b. Location map, showing the location of the premises;
 - c. Locations and names of all public rights-of-way, private roads, and railroads. as well as all existing pedestrian pathways and driveways, whether adjacent or interior to the premises;
 - d. Locations and outer perimeter dimensions of all existing buildings and other structures on the premises;
 - e. Locations of all existing signs; and
 - f. Location of proposed sign;

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- ☐ 10. The elevations of all buildings and other structures, including signs, on the premises. including:
 - a. Identification of the location and general orientation of the elevation;
 - b. A general depiction of the facade of each existing building and any other structure;
 - c. A general depiction of all existing signs, including applicable dimensions of height, clearance, and area;
 - d. A general design concept for the sign including applicable dimensions of height, clearance. and area; and
 - e. Total length in linear feet of the elevation(s) of each building or structure fronting a street.
- ☐ 11. A summary of all existing and proposed signs, including for each such sign:
 - a. A description of the location of the sign, corresponding to the site plan identified in Subsection (4) of this section, including the setback from the closest right-of-way;
 - b. The purpose of the sign, such as for advertising or business signage purposes;
 - c. An indication of whether the sign is a new sign or an alteration of an existing
 - d. The height. clearance, and area of the sign;
 - e. The type of construction of the sign;
 - f. The illumination of the sign. if any, including whether the illumination is internal or external and the type of illumination technology utilized;
 - g. The dynamic and animated operation of the sign, if any; and
 - h. All applicable sign specifications and calculations as provided in an engineer's report where applicable.
 - i. Description or identification of the current land use designation of the premises.
- ☐ 12. Copies of all permits and other approvals by any other federal, state, or local governmental agency that may be necessary for construction, erection. or operation of the sign, including, but not limited to, approvals by the Michigan Department of Transportation. the Planning and Development Department, the Detroit City Planning Commission, the Detroit Historic District Commission, or the Detroit Department of Public Works.
- ☐ 13. If the application is for a business sign subject to Division 3 of this Article:
 - a. Whether the sign constitutes any type of sign identified in Section 4-4-63 of this Code, such as a high-rise identification sign, a painted side-wall sign, a sponsorship sign associated with public art, or a directional sign; and
 - b. Whether the premises is located in the Entertainment District, and if so, identification of the applicable zone thereof;
- ☐ 14. If the application is for an advertising sign located outside the Central Business District subject to Division 4 of this Article:
 - a. The name and contact information of the advertising partner of the applicant. if any; and

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- b. An affidavit, signed by a registered surveyor licensed in the State of Michigan, declaring whether or not any of the features listed in Section 4-4-103 of this Code are located within any of the associated distances set forth therein, and if so, the exact distance of each such feature from the premises.

☐ 15. If the application is for an advertising sign located in the Central Business District subject to Division 5 of this Article:

- a. The name and contact information of the advertising partner of the applicant, if any;
- b. Identification of the category of advertising sign, as described in Section 4-4-128 of this Code, for which the permit is being sought; and Identification of the orientation of the facade of the building or structure to which the advertising sign is proposed to be erected.

☐ 16. If the application is for a sign located in the right-of-way subject to Division 6 of this Article:

- a. The name of right-of-way in which the sign is to be located;
- b. The address of the premises adjacent to the point where the sign is to be located;
- c. If the sign is to operate as a business sign, the name and address of the business;
- d. If the sign is to operate as an advertising sign, a description and rendering of the freestanding structure of which the sign is to be a component; and
- e. If the sign is to operate as an advertising sign, an affidavit, signed by a registered surveyor licensed in the State of Michigan, declaring whether or not an advertising sign is located within 250 feet in the same right-of-way as the sign and oriented in the same direction as the sign, and if so, the exact distance of such sign from the sign.

☐ 17. If the application is for a temporary sign subject to Division 7 of this Article:

- a. The number, date of issuance, and date of expiration of every temporary sign permit that has been issued in association with the premises. Whether or not also associated with the applicant;
- b. The date of the conclusion of the occasion to which the temporary sign is intended to direct attention;
- c. if the temporary sign is to be associated with a premises that is listed as being for sale or lease, a copy of such listing; and
- d. If the temporary sign is to be associated with a premises associated with an open building or construction permit, the number, issuance date, and expiration date of such permit.

☐ 18. Submission of the name, address, and contact information for any person as may be required under Subsection (a) of this section, shall be provided in accordance with the following:

- a. Where the person is an individual:
 - i. The person's full legal name, and any other name used by the person during the preceding five years;
 - ii. The person's current mailing address, telephone number. and e-mail address; and

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- iii. Written proof of age in the form of a driver's license, a picture identification document that is issued by a governmental agency and contains containing the person's date of birth. or a copy of a birth certificate accompanied by a picture identification document that is issued by a governmental agency.
- b. Where the entity is a partnership:
 - i. The legal name, and any other name, used by the partners during the preceding five year; and
 - ii. The current mailing address, telephone number, and e-mail address for the entity.
- c. Where the entity conducts business under a trade or assumed name:
 - i. The complete and full trade or assumed name;
 - ii. The county where. and date that, the trade or assumed name was filed;
 - iii. The name of the person or persons doing business under such trade or assumed name, the manager, and other person or persons who are in charge; and
 - iv. The current mailing address, telephone number, and e-mail address for the entity.
- d. Where the entity is a corporation:
 - i. The full and accurate corporate name:
 - ii. The state and date of incorporation;
 - iii. The full names and addresses of officers, directors, managers, and other persons with authority to bind the corporation; and
 - iv. The current mailing address, telephone number, and e-mail address for the entity.
 - v. The name, business address, and telephone number of the business.
 - vi. The name and business address of the statutory agent, or other agent, who is authorized to receive service of process.

19. Submission all other pertinent documents confirming application entries.