



DEPARTMENT OF
**Planning &
Development**

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PDD SIGNAGE WAIVER AND ADJUSTMENTS REVIEW APPLICATION (Step 1)

The owner of any premises may, upon petition to the Director of the Planning and Development Department, or the Director's Designee, request the waiver or adjustment of any dimensional or operational standard or requirement set forth in ARTICLE IV REGULATION OF BUSINESS AND ADVERTISING SIGNS, except as expressly limited or prohibited, with which the proposed signage for such premises may not strictly comply.

When submitting this application and fee, PDD will review your request for a sign regulation waiver or adjustment request to ensure the request is within PDD's authority to waive or adjust the regulation, as set forth in Chapter 4 or the signage ordinance. Upon submitting an application for review, PDD will respond within 5 to 10 days with a letter indicating that your request is eligible for a review hearing, or if it is not eligible. If it is not eligible, an explanation as to why the waiver or adjustment is not eligible for a hearing will be provided.

Please read the summary list of regulations limiting PDD's authority over waivers and adjustments listed on page 4 of this document and posted at www.detroitmi.gov/signwaiver before submitting this application.

_____ NAME OF SIGN OWNER	_____ PHONE	_____ SSN
_____ ADDRESS	_____ CITY	_____ STATE
_____ ERECTOR	_____ LICENSE NO.	_____ FED. ID OR SSN
_____ LOCATION	_____ NUMBER	_____ STREET
_____ LOT NO.	_____ SUBDIVISION	

- SGN Number _____ (2021-XXXXX)
- Review Limits on Sign Waiver and Adjustment Included in this Document
- Review of Criteria by which a Waiver or Adjustment can be approved (Page 3)
- Make a Payment for \$150.00 at <https://cod.divdatkiosknetwork.com/SignWaiver> Please use the numerical portion of your SGN (2021-XXXXX) number as your SWA Number when making a payment (2021-XXXXX)
- Please email your completed application and attach receipt of paid Sign Waiver and Adjustment Review Fee to signwaiver@detroitmi.gov with the Subject Title "SWA Application 2021-XXXXX"
- Please also upload the application and paid receipt into Eplans (aka ProjectDox)

SUMMARY OF THE PROPOSED SIGNAGE:

AREA	HEIGHT	DESCRIPTION OF CONSTRUCTION	ILLUMINATION
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LIST ARTICLE NUMBERS FOR WHICH A WAIVER OR ADJUSTMENT IS NEEDED

SUMMARY OF EXTENT TO WHICH THE SIGN DOES NOT COMPLY WITH STANDARDS AND REQUIREMENTS:

PLEASE PROVIDE A RESPONSE TO EACH CRITERIA BY WHICH A WAIVER OR ADJUSTMENT MAY BE APPROVED

The criteria by which a waiver or adjustment may be approved, per Sec 4-4-22(j), that states: PDD may approve a petition for a waiver or adjustment only upon finding that such waiver or adjustment satisfies all of the following. Please provide a response to how your request meets each of the following criteria:

1. That, without the requested waiver or adjustment, the sign would be subject to one or more practical difficulties that would substantially hinder the communicative potential of the sign;

2. That the requested waiver or adjustment is necessary to address all practical difficulties referenced in the first bullet, as no form of alternative signage in accordance with this chapter could effectively eliminate all such practical difficulties;

3. That the requested waiver or adjustment would be sufficient to effectively eliminate all practical difficulties referenced in the first bullet;

4. That the requested waiver or adjustment will not have a detrimental effect on the privacy, light, or air of the premises or neighboring premises;

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5. That the requested waiver or adjustment will not substantially affect the use or development of the subject premises or neighboring premises;

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6. That the requested waiver or adjustment will not substantially impair, detract from, or otherwise affect the aesthetic value of the subject premises or neighboring premises;

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7. That the requested adjustment will not in any way increase the potential for distraction to, obstruct the flow of, or otherwise harm pedestrians or motor vehicles passing within view of the sign; and

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8. The proposed signage for the subject premises, submitted as part of the application for the waiver or adjustment, is in general accord with the spirit and intent of the regulations outlined in this chapter.
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Prohibition or Limit on Sign Waiver or Adjustment Requests

If you are seeking a waiver or an adjustment on a sign regulation, please review this summary and check the regulations to ensure your request for a waiver or adjustment is eligible under Chapter 4. In some cases, the sign code grants PDD limited authority to review and hear only certain items pertaining to sign size, location, type, and function. This document is intended to summarize PDD's adjustment and waiver authority **before** submitting your application for Sign Waiver or Adjustment Eligibility. The relevant section of the code is listed for reference.

Permissibility of all Signs

Location and Illumination: PDD does not have the authority, per 4-4-31(c), to waive or adjust any requirements associated with illumination or locational permissibility of any type of sign. For example, Roof signs are permissible only on buildings or structures of at least ten stories located in low-density commercial/institutional sign districts and high-density commercial/industrial sign districts where no high-rise identification signs are present. PDD does not have the ability to waive these permissibility requirements. An application to waive the permissibility requirements listed under Sec. 4-4-31 to Sec. 4-4-60 will not be accepted for a hearing.

Business Signs

Sign Size: Applicants are only eligible to request an adjustment of up to 25% of the maximum allowed size of business signs, per 4-4-62(c). An application seeking an adjustment of more than 25% of the maximum allowed size of business signs will not be accepted for a hearing.

Additional Business Signage: PDD does not have the authority, per 4-4-63(b), to waive or adjust the standards for additional business signage. Business signs seeking a waiver or adjustment for the following sign types will not be accepted for a hearing, including:

- High-rise identification signs,
- Painted side-wall signs,
- Sponsorship signs associated with public art, or
- Directional signs.

Location and Illumination: Per 4-4-31(c), PDD does not have the authority to waive or adjust any requirements associated with illumination or location permissibility of any type of sign. Business signs seeking a waiver or adjustment of these conditions will not be accepted for a hearing.

Advertising Signs

- **Outside of the Central Business District**

All Permits for Advertising Signs outside of the CBD: No advertising sign may be built or altered outside of the CBD without a waiver via PDD's Waiver and Adjustment petition process, per 4-4-102. PDD does not have the authority, per 4-4-109(a), to waive the findings required in Sec. 4-4-102. The findings of Sec. 4-4-102 (1) through (6) must be made by the Buildings and Safety Engineering Department (BSEED) via your sign permit application permit at BSEED, before you can apply to the Sign Waiver or Adjustment process at the Planning and Development Department. An advertising sign outside of the CBD seeking a waiver without these findings will be denied for a hearing.

Dimensional Requirements: Applicants are only eligible to request an adjustment of up to 10%, per 4-4-109, of the following. An application for an advertising sign seeking an adjustment of more than 10% of the following measurements will not be accepted for a hearing:

- Spacing between signs (4-4-103),
- Setback from premises boundary (4-4-104),
- Height and clearance of signs (4-4-105),
- Area of sign (4-4-106), and
- Landscaping (4-4-107).

- **Inside of the Central Business District**

Applicants are not eligible to request a waiver for the standards for local or super advertising signs or for any standards related to public art, per 4-4-130. This includes size of the sign, spacing requirements, or illumination. Applications requesting these types of waivers for advertising signs inside the CBD will not be accepted for a hearing.

Dynamic signs

Sign Size: Applicants are only eligible to request an adjustment of up to 40% of the maximum allowed size of a dynamic sign, per 4-4-66(b).

Sign Location: Dynamic signs are permissible only in low-density commercial/institutional sign districts and high-density commercial/industrial sign districts. Dynamic signs may be animated only in the Central Business District. Per 4-4-31(c), these location restrictions cannot be waived via the PDD Sign Waiver and Adjustment Hearing. Applications requesting this type of waiver will not be accepted for a hearing.

Entertainment District boundaries

PDD does not have the authority, per 4-4-82(c), to waive or adjust the boundaries of the Entertainment District.

Temporary, construction, and portable signs

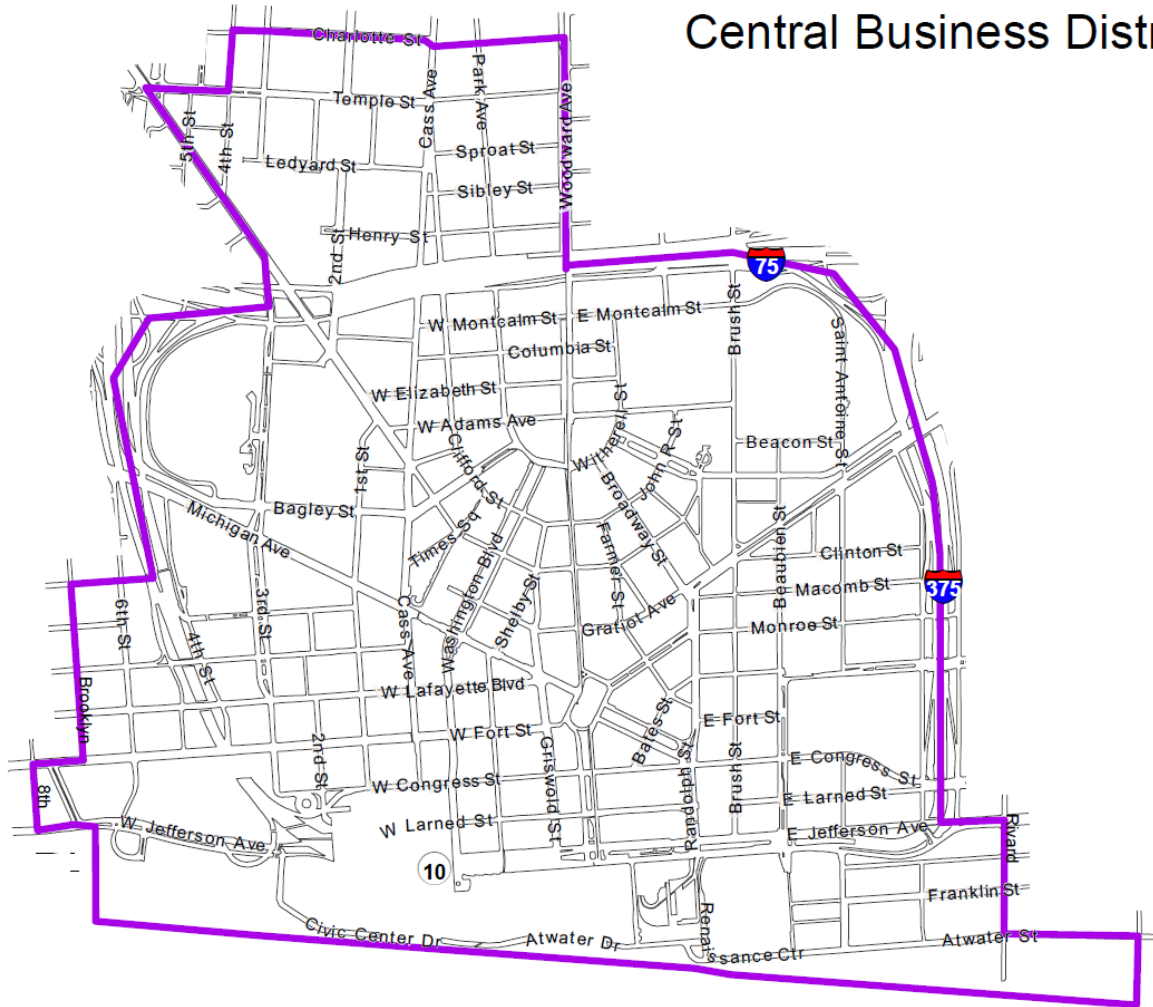
Sign Size: For temporary signs, not including construction signs, for sale or lease signs, and portable signs, applicants are eligible to request an adjustment of up to 25% for the maximum allowed size.

Additional Temporary Signage: PDD does not have the authority to waive or adjustment any requirements associated with the additional temporary sign allowances per 4-4-183 (b). This includes:

- Premises listed for sale or lease
- Premises with open building or construction (temporary construction sign)
- Portable signs

Reference Maps have been included on the following pages....

Central Business District



Entertainment District

