



Coleman A. Young Municipal Center
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PDD SIGNAGE WAIVER AND ADJUSTMENTS HEARING APPLICATION (Step 2)

The owner of any premises may submit this application to the Planning and Development Department to request a hearing to consider a 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. At the public hearing, the petitioner must present information to demonstrate that the request meets the approval criteria for which a waiver can be adjusted. See page 2 for additional information.

Sign Owner

NAME	PHONE	SSN
ADDRESS	CITY	STATE

Sign Erector

NAME	LICENSE NO.	FED. ID OR SSN
ADDRESS	CITY	STATE
EMAIL ADDRESS	PHONE NUMBER	
SIGN LOCATION ADDRESS	APPLICANT SIGNATURE	

- Make a Payment for \$650.00 at <https://cod.divdatkiosknetwork.com/SignWaiver>)
- Attach PDD Sign Waiver and Adjustment Review Letter
- Please email your completed application, SWA Step 1 Review Letter, and receipt of paid Sign Waiver and Adjustment Hearing Fee to signwaiver@detroitmi.gov with the Subject Title "SWA Hearing 202X-XXXXX"

During the hearing, Applicants are expected to make the argument for why they need the waiver or adjustment for their sign. Materials used to help validate the need for a waiver or adjustment should include but are not limited to:

1. Existing Site Survey with an aerial photo of the development site showing the location of the signage in question; Zoning Summary – identifying zoning district info, setbacks, etc.;
2. Exterior Elevations showing material scope, pattern & transitions;
3. Material Palette with sample images illustrating finish and desired texture for the signage;
4. Altered photos of the sign showing the required size and location of the sign limited by ordinance and matching altered photos of the proposed sign you would like to erect that illustrate the reasoning behind the need for the signage waiver or adjustment (these photos should be from multiple distances from the proposed sign to illustrate what it will look like once erected).
5. Any additional documentation that will help support your case as to how you meet each of the criteria listed below

CRITERIA BY WHICH A WAIVER OR ADJUSTMENT MAY BE APPROVED

This information has been included for your review and information. The presentation made by the petitioner at the public hearing should demonstrate how the waiver request meets the following 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”:

- 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;
- 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;
- That the requested waiver or adjustment would be sufficient to effectively eliminate all practical difficulties referenced in the first bullet;
- That the requested waiver or adjustment will not have a detrimental effect on the privacy, light, or air of the premises or neighboring premises;
- That the requested waiver or adjustment will not substantially affect the use or development of the subject premises or neighboring premises;
- 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;
- 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
- 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.

* THE PUBLIC HAS THE RIGHT TO ATTEND THE PUBLIC HEARING FOR COMMENT AND TO SUBMIT WRITTEN COMMENT REGARDING THE PETITION