



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

GUIDE FOR THE SUBMISSION OF A SIGN APPLICATION FOR THE PLANNED SHOPPING CENTER DISTRICT

APPLICATION SUBMISSION

A complete application for a zoning ordinance amendment consists of the following:

- a. A properly completed and signed application form;
- b. Supporting information adequate to explain your proposal;
- c. The required fee as set out in the Charter Township of Garfield Fee Schedule.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

PROCESSING THE APPLICATION

Upon receipt of an application, it will be reviewed by the Planning Department for completeness. Once determined to be complete, the application will be scheduled for a hearing before the Garfield Township Planning Commission and may be made as a routine business matter by the Planning Commission.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the submitted application and fees;
- b. Notice of completed application;
- c. Written notice of the hearing before the Garfield Township Planning Commission (the applicant, owner, agent and the public will have the opportunity to make a verbal presentation at the meeting);
- d. A copy of the staff reports; and
- e. Written decision of the Garfield Township Planning Commission, as requested.

FEES AND SUBMISSION

Fees for Planned shopping Center District Sign(s) are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule. Current application fees (subject to change – please confirm with current fee schedule) are established as follows:

Standard - \$50.00 *Requested sign(s) are permitted by underlying zoning district.*

Major - \$400.00 *Requested sign(s) exceeds standards of underlying zoning district but would otherwise be permitted for a residential use in a residential district or a commercial use in a commercial district.*

REQUIRED SUBMISSION MATERIAL: completed application, ten (10) 11" X 17" copies of the site plan (may be in rough sketch format), and review fee.

For additional information or assistance in completing this application, please contact the Planning Department at (231) 941-1620.

Please submit the completed application and fees to the Planning Department, Charter Township of Garfield, 3848 Veterans Drive, Traverse City, Michigan, 49684.



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APPLICATION FOR PLANNED SHOPPING DISTRICT SIGN APPROVAL

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

A. APPLICANT INFORMATION

Name of Applicant: _____

Address: _____

Phone: _____ E-mail: _____

Name of Agent: _____

Address: _____

Phone: _____ E-mail: _____

Name of Owner: _____

Address: _____

Phone: _____ E-mail: _____

Please specify to whom all communications should be sent: Applicant Agent Owner

B. LOCATION/LEGAL DESCRIPTION OF SUBJECT PARCEL

Tax Parcel ID Number(s): _____

Name: _____

Parcel Address: _____

Current Use: _____

List all signs currently located within the Planned Shopping Center, including type, sign face area, illumination, height, and location.

C. STANDARDS OF APPROVAL

All proposed signs within the Commercial Planned District shall be submitted to the Planning Commission for final review and approval.

The following signs are permitted as of right.

- (a) One wall sign is permitted per exterior storefront. Tenants occupying corner spaces may utilize one sign per elevation with a maximum of two signs. The maximum wall sign area shall be the lesser of 100 square feet or 20% of the area to which the sign is attached.
- (b) One 100 square foot freestanding sign is permitted per public roadway that the development fronts on.

Any proposed sign(s) not meeting the standards in the above paragraph may be approved by the Planning Commission if the Planning Commission determines that all of the following standards are met:

- (a) The proposed sign(s) shall be designed as an integral part of the development, with letter size and location proportional to the overall design.
- (b) The Planning Commission determines that the maximum sign standards of the C-P district do not provide for the reasonable use of the planned shopping center.
- (c) The proposed sign(s) is (are) appropriate for the site, compatible with surrounding land uses, and necessary for the reasonable use of the planned shopping center.
- (d) The permitted sign(s) is (are), in the determination of the Planning Commission, the minimum increase(s) necessary to ensure that the proposed sign(s) is appropriate in scale, bulk and location relative to the site and surrounding land uses.
- (e) All approved modifications from the required sign standards shall be specific to the sign(s) approved by the Planning Commission.

D. OTHER INFORMATION

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

E. OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application for a planned shopping center sign amendment.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner's Signature

Date

Applicant's Signature

Date