



# 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 AN APPLICATION FOR A PUD SIGN AMENDMENT

#### 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.

#### FEES AND SUBMISSION

Fees for PUD Sign Amendments 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.*

**Minor - \$100.00**

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, 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 PUD 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): \_\_\_\_\_

PUD Name: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Legal Description (attach separately if necessary):

Current Zoning: \_\_\_\_\_

Current Use: \_\_\_\_\_

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

## **C. STANDARDS OF APPROVAL**

**All proposed signs within a Planned Unit Development shall be submitted to the Planning Commission for final review and approval. Within such developments, the following signs may be permitted:**

- a. Residential Uses. All signs permitted by Zoning Ordinance Section 630.D., and subject to the same limitations thereof.
- b. Non-Residential Uses. All signs permitted in the underlying zoning district, and subject to the same limitations required for those districts or as described below for uses not listed in the underlying district.
  1. Wall signs - Commercial, office, and other non-residential uses approved as a part of a PUD are subject to the sign limitations of Section 630.F.
  2. Freestanding sign- One (1) sign, freestanding, of not more than forty (40) square feet in sign face area identifying the approved project.
- c. The Planning Commission shall have the authority to increase the maximum sign standards permitted under subsections (1) and/or (2) above, subject to the limits of the maximum sign standards of Section 630.D. for residential uses, subject to the limits of Section 630.E. for commercial uses, to the limits of Section 630.F. for office uses, and / or to the limits of Section 630.H. for industrial uses, based upon appropriate findings of fact demonstrating that:
  1. The maximum sign standards of the underlying zoning district do not provide for the reasonable use of the parcel as provided for within the planned unit development.
  2. The proposed modification is appropriate for the site, compatible with surrounding land uses, and necessary for the reasonable use of the parcel as provided for within the planned unit development.
  3. The increase in permitted sign standards 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.
  4. All approved modifications from the required sign standards shall be specific to the sign(s) approved by the Planning Commission.
- d. Prohibited Signs. Changeable copy signs and Billboard signs are prohibited.
- e. An applicant shall submit a conceptual signage plan indicating the number, location and maximum sign size for all signs within a development or within a specified portion of a development. Planning Commission review and approval of the signage plan shall be deemed to be a final review and approval as required by the provisions of this section.

**D. SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT**

In order for your application to be considered complete, twelve (12) copies of the proposal must be submitted drawn to scale, as part of the application, which shows:

**For Ground/Freestanding Signs:**

1. Detailed drawings of proposed and existing sign(s), including measurements of overall height and sign face area, method of illumination, changeable copy sign faces, location of proposed and existing ground signs on site, and location of proposed and existing walls signs relative to building elevation drawings.
2. Any existing signs and lighting facilities and their location.
3. A description of the nature and intent of the proposed sign(s).
4. The scale of the drawing and a north arrow.
5. Boundaries and dimensions of the subject lands.
6. The legal description of the subject lands.
7. The name and location of any adjacent highway, street, alley or railway.
8. Current uses of land that is adjacent to the subject land.
9. Any additional information deemed by the Township to be necessary for proper review of the request.

**For Wall Signs:**

1. Detailed drawings of proposed and existing sign(s), including measurements of overall height and sign face area, method of illumination, changeable copy sign faces, location of proposed and existing ground signs on site, and location of proposed and existing walls signs relative to building elevation drawings.
2. A description of the nature and intent of the proposed sign(s).
3. The scale of the drawing.
4. Any additional information deemed by the Township to be necessary for proper review of the request.

**E. 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.

**F. 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 PUD 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