



Royal Oak COMMUNITY DEVELOPMENT

Planning Division
South Troy Street
203 Royal Oak, MI 48067
248.246.3280

Applications for a Sign Ordinance Appeal may also be filed using the city's BS&A on-line portal at the following link:

https://bsaonline.com/Account/LogOn?ReturnUrl=%2fCD_PzeProcessApplication%2fApplyForPzeProcess&uid=1652

Application for Sign Ordinance Appeal							
Property Address & Parcel I.D. Number							
	Property or Street Address						
	Parcel I.D. Number(s)						
Sign Description <i>(Must Include Master Signage Plan per § 607-12)</i>							
Applicant <i>(Must have legal interest in the property)</i>	Name:						
	Firm						
	Address:						
	City:		State:		Zip:		
	Phone:		E-Mail:				
	<input type="checkbox"/> Own the property						
	<input type="checkbox"/> Lease the property		If so, what is term of lease?	Years:		w/ option?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Have offer to purchase property (attach purchase agreement)						
	<input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.)						
	Primary Contact <input type="checkbox"/> Same as Applicant	Name:					
Firm:							
Address:							
City:			State:		Zip:		
Phone:			E-Mail:				
Relationship to Applicant: <i>(e.g., architect, attorney, contractor, etc.)</i>							
Property Owner Information <input type="checkbox"/> Same as Applicant	Name:						
	Firm:						
	Address:						
	City:		State:		Zip:		
	Phone:		E-Mail:				
	Property Owner Signature <i>(if other than applicant)</i>						

Signature	Fees	
	Sign Ordinance Appeal	\$ 300
Notes on Fees and Application Requirements:		
<p>The non-refundable application fee should be paid to "City of Royal Oak" at the Treasurer's Office on the first floor of City Hall or by mail to 203 South Troy Street, Royal Oak, Michigan 48067.</p> <p>Items postponed by the Planning Commission or the applicant are subject to a new application fee or as determined by the Director of Planning.</p> <p>Notification to adjacent property owners and/or occupants will be provided by the city pursuant to state law and local ordinance.</p> <p>In order to be considered at an upcoming meeting, this application and all required documents must be submitted to the Planning Division by the established "cut-off" date for the next regular meeting date of the Planning Commission.</p> <p>The applicant or a representative must be present at all meetings.</p> <p>For a list of the information that must accompany this application, please refer to § 607-12, Master Signage Plan, of the city's Sign Ordinance.</p>		
X Signature of Applicant	STATE OF MICHIGAN, COUNTY OF OAKLAND ss:	
<p>On this _____ day of _____, A.D., 20____, Before me personally appeared the above named person, who being dully sworn, says that he/she has read the foregoing application, by him/her signed and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he/she believes it to be true.</p>		
X Notary Public of Oakland County, Michigan		
My Commission Expires:		

Criteria for Variances to Sign Ordinance [[§ 607-16 D \(3\)](#)]:

An applicant must present evidence to show that, if the [Sign Ordinance](#) is applied strictly, unnecessary hardship and/or practical difficulties to the applicant will result, and that all eight of the following findings of fact are met:

- (a) That the property could not reasonably accommodate a sign permitted at that specific location;
- (b) That the appeal results from exceptional and unique circumstances peculiar to the property and not from general neighborhood or City-wide conditions, including unique architectural character of the building or innovative techniques that are determined not to be detrimental to the building or the character of the area;
- (c) That the sign requested by the variance would not alter the essential character of the area;
- (d) That the alleged hardships and practical difficulties, or both, which will result from a failure to grant the variance include substantially more than mere inconvenience or monetary concern;
- (e) That the alleged hardship has not been created by the petitioner or any other person presently having an interest in the property;
- (f) That the variance would do substantial justice to the applicant as well as to other property owners in the immediate vicinity that would be affected by granting the variance, considering the public benefits intended to be secured by this chapter, and the individual hardship that will be suffered by a failure of the Planning Commission to grant a variance; and
- (g) That a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners.

Treasurer's Office (Staff Use Only): This application is valid when signed by the cashier at the Treasurer's Office, confirming payment of fee.	Taxes & Water Bills: <input type="checkbox"/> Paid <input type="checkbox"/> Not Paid in Full Amount Owed: \$ _____
Application Account Number: 101.000.62901	Cashier's Signature:
Receipt Number:	

Copies of the Royal Oak [Sign Ordinance](#) may be found at this link:

<https://ecode360.com/8262159>.

Copies of the Sign Area Maps from the Royal Oak [Sign Ordinance](#) may be found at these links:

<https://www.romi.gov/DocumentCenter/View/35756/Sign-Area-Map---Northern-Portion---Approved>.
<https://www.romi.gov/DocumentCenter/View/35757/Sign-Area-Map---Southern-Portion---Approved>.