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# Sign Permit Application

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**Charter Township of Royal Oak, Michigan**  
**21131 Garden Lane, 2<sup>nd</sup> Floor**  
**Ferndale, MI 48220**

OFFICE USE ONLY
Applicant Name:
SP Name:
Date Received:
Fee Amount:
Date Paid:

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This application must be submitted in three (3) duplicate copies.

1. Project Name: \_\_\_\_\_

2. Applicant Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Location of building, structure, or lot on which the sign is to be located (street and nearest intersection):

\_\_\_\_\_

\_\_\_\_\_

4. Position of the sign in relation to nearby buildings, structures, and property lines: \_\_\_\_\_

\_\_\_\_\_

5. Parcel ID #: \_\_\_\_\_

6. Zoning Classification: \_\_\_\_\_

7. Architect/Engineer Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

8. Firm or corporation owning, erecting, and maintaining the sign:

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

9. Other Information: \_\_\_\_\_

\_\_\_\_\_

10. Supplemental Documents:

- Plans showing the dimensions, materials, method of construction, and attachment to the building or in the ground.
- Copies of stress sheets and calculations, if deemed necessary, showing the sign structure as designed for dead load and wind pressure.
- Schematic of electrical connections.
- Insurance policy or bond, as required by the Zoning Ordinance.

NOTE: Your consideration of Royal Oak Charter Township is appreciated. If help is needed please call the Township Offices between 9:00 AM and 5:00 PM at (248) 547-9800. Thank you.

NOTE: The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the Zoning Ordinance and following all requirements therein. Further, these professionals shall make themselves aware of all Master Plan requirements (such as major thoroughfares, land use, recreation, etc.) and site plan requirements.

I certify that the above information is correct and all data required is shown on the site plan.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Written consent of the owner or lessee of the premises upon which the sign is to be erected)

\_\_\_\_\_  
(Date)