INSTRUCTIONS – In accordance with Section 42-6.4 and 42-7.13, Design Review Ordinance, any exterior design changes involving a sign or the erection, construction, alteration or repair of any building or structure shall be reviewed and approved by the Design Review Board prior to the issuance of a sign or building permit. Please review the Ordinance before submitting this application to assure compliance with the various provisions. Please complete each section applicable to your project. Incomplete applications will delay the review process.

REQUIRED APPLICATION INFORMATION

A. Signed and complete application

B. Based on the proposed exterior design changes, eight (8) copies of drawings and plans at a scale no smaller than one (1) inch equals twenty (20) feet and in sufficient detail showing the existing and proposed improvements with the following:

1. Existing conditions, topography, trees (both public and private) and natural features, all structures and uses, improvements, public street, rights-of-way, sidewalks, public and private easements and restrictions, and the official grade of public rights-of-way, as established by the Township Civil Engineer or the Oakland County Road Commission, for the subject site and all property within two hundred (200) feet of the site.

2. Site plan in accordance with the requirements of the Township Zoning Ordinance containing the information as prescribed by the rules of the Planning Commission.

3. Colored architectural elevations of all exterior building elevations, colors of exterior walls, trims and roofs, lighting materials, ornamental, pictorial or decorative materials to be used in or about the exterior of the structure. Samples of building materials and colors shall be submitted.

4. Architectural elevations of the exterior building elevation for proposed wall sign and location and dimension of all existing wall and ground signs. Signed and sealed sign specifications may be required.

5. Colored site photos adequately indicating the subject site and/or area of request.

6. Such other information as may be required by the Design Review Board to permit reasonable consideration of the application.

C. Application fee
GENERAL INFORMATION

Type of project _________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Property or business name _______________________________________________
_____________________________________________________________________
_____________________________________________________________________

Project address or location _______________________________________________
_____________________________________________________________________
_____________________________________________________________________

Zone district(s) __________________________________________________________________________
_____________________________________________________________________

Note: The person listed below as “Contact Person” will be contacted to attend staff review meetings, answer
questions regarding this application, provide additional information when necessary, and will receive a copy of
all relevant staff and consultant reports, if applicable.

Applicant

Name _______________________________________ email______________________________________

Business name and address _____________________________________________________________

City ______________________________ State _________ Zip code _______________________

Phone numbers (o) ______________________________ (f) ___________________________

Property owner(s)

Name ______________________________________ email ______________________________________

Business name and address _____________________________________________________________

City ______________________________ State _________ Zip code _______________________

Phone numbers (o) ______________________________ (f) ___________________________

Contact person  □ architect  □ contractor  □ attorney  □ other _______________

Name _______________________________________ email ______________________________________

Business name and address _____________________________________________________________

City ______________________________ State _________ Zip code _______________________

Phone numbers (o) ______________________________ (f) ___________________________
Please complete the following information as applicable to the subject property and proposed exterior design changes in accordance with Section 42-6.4 and 42-7.13.

Building height __________________ Parapet height __________________ Peak height________________
Total sq. ft. of building(s) ___________________ Total number of floors __________________________
Total sq. ft. of each floor ____________________________
Total usable sq. ft. per floor __________________________
Number of residential units __________________ Total sq. ft. per unit __________________________
Percentage of lot coverage for residential projects ____________________________
Total open space provided for residential projects ________________________________
Number of parking spaces required by use _________________________________
Total parking spaces provided __________________ Typical parking space dimension___________
Total barrier free parking spaces provided __________________ Dimension_________________
Loading space dimension and location ___________________________________________
Drive isle width __________________ Location of fire lanes ___________________________

Building setbacks – Front setback - ________________________________
    Side setbacks - ___________________ and ______________________________
    Rear setback - ______________________

Waterfront setback (if applicable) ______________________________________________

Parking setbacks – Front setback - ________________________________
    Side setback - ___________________ and ______________________________
    Rear setback - ______________________

Screening – Dumpsters ____________________________________
Ground Equipment ______________________________________
Rooftop ________________________________________________

3 of 8
Design Information (In accordance with Section 42-6.4 and 42-7.13)

Landscape materials and watering systems (provide complete landscape/planting plan and identify plan sheet if attached)

_______________________________________________________________________________________

_______________________________________________________________________________________

Fences and/or walls (location and material)

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Locations of required underground new utility services

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Building and site lighting (provide fixture specifications and a photometric plan for site lighting)

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Building materials (provide sample material board)

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
SIGN REVIEW CHECKLIST

Please refer to the Bloomfield Township Zoning Ordinance (online at [www.bloomfieldtwp.org](http://www.bloomfieldtwp.org)) Section 42-5.9 Signs and Section 42-6.4 Design Criteria. The following information is required to accompany a completed Sign and Design Review application:

Fees
- A $50 Planning Department review fee.

Note that a $30 Building Department review fee and a $25 registration fee per license (registration is due once annually per calendar year) will be due for the permit application.

Three (3) sets of color plans, and plans on a CD if oversized.

All plans must include the following information:
- Type of proposed sign (raceway, pin mounted, cabinet, etc).
- Sign material.
- Site specific fastening or footing detail.
- A cross-section of the sign.
- Type of transformer (GFI, UL, etc).
- Overall dimensions of the sign. Note: Ground sign area is measured from grade to the top of the sign, “dead space” is counted. Also provide measurements for any existing signage onsite.
- Overall dimensions of all figures (illustrations or logos).
- Statement that the proposed sign is the only sign or “sole sign” for this address, as appropriate, and that there is “no exposed neon”.
- Photographs of the proposed sign location and any existing signage onsite, plus any other information needed to show the proposed signage meets the Design Criteria requirements of Section 42-6.4.

Wall signs must also include the following:
- Type of wall material that sign will connect to.
- Weight of the sign.
- Dimensions of the façade measured from grade to bottom of roof.
- Distance from the wall of the building to furthest point of the sign

Ground signs must also include the following:
- Setback from property lines, not the actual road. The location of property lines and the right-of-way must be identified on the site plan.
- A landscape plan showing perennial/evergreen plantings must be submitted for either new ground signs or alterations to an existing ground sign.

Permit Application Requirements:
Note: wall signs require 3 sets of color plans to be signed and sealed by an architect or engineer.
- Commercial Building permit application.
- Copies of current license and driver’s license of the building permit application signee who is also the sign installer.
- Electrical permit application (if sign is illuminated).
Applicant Signature

By signing this application, the project property owner, applicant, and contact person are indicating that all information contained in this application, all accompanying plans, and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless signed by the property owner. A review fee is required at time of application in accordance with the fee schedule as adopted by the Board of Trustees and a complete design package as described Section 42-6.4 and 4-7.13.

I hereby authorize the employees and representatives of Bloomfield Township to enter and conduct an investigation of the above referenced property.

____________________________________________________________________________________
Signature of Property Owner(s)        Date

____________________________________________________________________________________
Print Name of Property Owner(s)                                                               Date

____________________________________________________________________________________
Signature of Applicant                      Print Name of Applicant   Date

_____________________________________________________________________________________
Signature of Contact Person              Print Name of Contact Person  Date

Office Use Only

Date filed _______________________________________Application accepted by ______________________

Fee paid _______________________________________Receipt number __________________________

Design Review Board Meeting Date _________________________________________________________

Design Review Board Recommendation _______________________________________________________

_________________________________________________________
**PLANNING FEE SCHEDULE**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Plan Review</td>
<td></td>
</tr>
<tr>
<td>Non-residential</td>
<td>$800 + $10/1000 gross bldg. sq. ft.</td>
</tr>
<tr>
<td>Residential</td>
<td>$800 + $25/residential unit</td>
</tr>
<tr>
<td>Design Review Board</td>
<td></td>
</tr>
<tr>
<td>Design/Site Improvement Review</td>
<td>$125</td>
</tr>
<tr>
<td>Special Event</td>
<td>$125</td>
</tr>
<tr>
<td>Sign Review</td>
<td>$50</td>
</tr>
<tr>
<td>Special Use</td>
<td>$125</td>
</tr>
<tr>
<td>Rezoning Requests</td>
<td>$900 + $25/acre</td>
</tr>
<tr>
<td>Subdivision (Plat) Review</td>
<td>$1,200 + $25/lot</td>
</tr>
<tr>
<td>Lot Split Request (Lot line adjustment excluded)</td>
<td>$500/lot</td>
</tr>
<tr>
<td>Zoning Board of Appeals</td>
<td></td>
</tr>
<tr>
<td><strong>Non-residential</strong></td>
<td></td>
</tr>
<tr>
<td>Variance request</td>
<td>$300</td>
</tr>
<tr>
<td>Permission request</td>
<td>$300</td>
</tr>
<tr>
<td>Ordinance violation</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Residential</strong></td>
<td></td>
</tr>
<tr>
<td>Variance request</td>
<td>$100</td>
</tr>
<tr>
<td>Permission request</td>
<td>$60</td>
</tr>
<tr>
<td>Ordinance violation</td>
<td>$200</td>
</tr>
<tr>
<td>Wireless Communication Facility</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

1. Revised submittals for review shall be half of initial fee for each occurrence.
2. Consulting Review Fees – The applicant shall be responsible for any costs incurred by consultants, including but not limited to traffic and environmental, contracted by the Township to review the proposed site plan as determined by the Planning Director pursuant to Chapter 2, Article V, Division 2, Section 2-111—2-117.
3. Site plan fees submitted for Planning Commission review includes an initial review by the Design Review Board.
### Site Plan Review Fee Schedule for property only involved in the Development Agreement as part of the Pontiac/Bloomfield 425 Agreement.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-family Dwelling Preliminary Site Plan Review</td>
<td>$500</td>
</tr>
<tr>
<td>Each Additional Acre or Fraction Thereof</td>
<td>$25</td>
</tr>
<tr>
<td>Multiple Family Dwelling Final Site Plan Review</td>
<td>$990</td>
</tr>
<tr>
<td>Each Additional Unit</td>
<td>$100 (max fee $10,000)</td>
</tr>
<tr>
<td>Non-Residential Preliminary Site Plan Review</td>
<td>$500</td>
</tr>
<tr>
<td>Each Additional Acre or Fraction Thereof</td>
<td>$25</td>
</tr>
<tr>
<td>Non-Residential Final Site Plan Review</td>
<td>$990</td>
</tr>
<tr>
<td>Each Additional 1,000 Sq. Ft.</td>
<td>$100 (max fee $10,000)</td>
</tr>
<tr>
<td>Parking Lot or Change of Use (1 acre or less)</td>
<td>$600</td>
</tr>
<tr>
<td>Each Additional Acre or Fraction Thereof</td>
<td>$50</td>
</tr>
<tr>
<td>Planned Unit Development</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Adopted: 8-24-15; Revised: 5-18-17