



Bloomfield Township Planning Division
P.O. Box 489 4200 Telegraph Road
Bloomfield Hills, MI 48303-0489
Phone (248) 433-7795 ■ Fax: 433-7729
Website: <http://www.bloomfieldtp.org>

DESIGN REVIEW BOARD SIGN AND DESIGN REVIEW APPLICATION

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 at <https://bloomfieldtp.org/Services/Clerk/Zoning-Ordinance/Bloomfield-Zoning-Ordinance-8-5-2019.aspx> 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

SITE IMPROVEMENTS/FAÇADE CHANGE REQUIRED APPLICATION INFORMATION

- A. Signed and complete application with a cover letter explaining the overall request.
- B. Based on the proposed exterior design changes two (2) copies and one digital set of drawings and plans in sufficient detail showing the existing and proposed improvements with the following:
 - 1. Site plan showing 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 Engineer or the Oakland County Road Commission, for the subject site and all property within two hundred (200) feet of the site.
 - 2. Landscape Plan showing existing and proposed landscaping with planting schedule and details. (See 3. below)
 - 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 to include landscaping, fences and dumpster enclosures.
 - 4. Samples of building materials and colors shall be submitted, electronic representation of actual materials accepted.
 - 5. Lighting. Plans for lighting changes shall include specification sheets, a site-specific photometric survey with light values shown to the property lines, and pictures or renderings of light poles to demonstrate they meet the required height restrictions.
 - 6. Colored site photos adequately indicating the subject site and/or area of request.
 - 7. Such other information as may be required by the Design Review Board to permit reasonable consideration of the application.
- C. Application fee

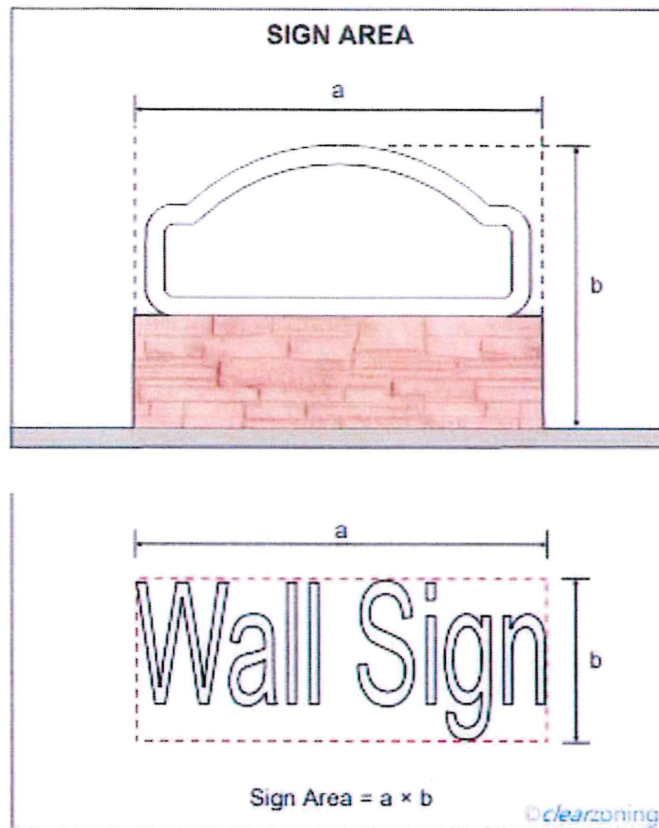
SIGN REQUEST INSTRUCTIONS

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 or repair of any sign or sign structure shall be reviewed and approved by the Design Review Board prior to the issuance of a sign permit. If a Zoning Board of Appeals (ZBA) application is required, the Design Review Board may forward a recommendation to the ZBA. Please refer to the Bloomfield Township Zoning Ordinance (online at www.bloomfieldtp.org) Section 42-5.9 Signs and Section 42-6.4 Design Criteria.

Please complete each section applicable to your project. Incomplete applications will delay the review process. Following the Design Review Board meeting, a Sign Permit application may be submitted to the Building Division for review.

SIGN REQUESTS REQUIRED APPLICATION INFORMATION

- A. Signed and completed application, please see checklist on Page 7 of 10 for more details.
- B. Based on the proposed exterior design changes two (2) copies and one digital set of all drawings to sufficient detail showing the existing and proposed improvements with the following:
 - 1. Architectural elevations of the exterior building elevations for proposed wall sign and location and dimension of all existing wall and ground signs. Signed and sealed sign specification may be required for Sign Permits.
 - 2. Lighting materials. Plans for lighting changes shall include specification sheets, a site-specific photometric survey with light values shown to the property lines, and pictures or rendering of light poles to demonstrate they meet the required height restrictions.
 - 3. Colored site photos adequately indicating the subject site and/or area of request.
 - 4. All ground signs require a landscape plan showing existing and proposed landscaping with planting schedule and details.
 - 5. All ground signs require setback verification from associated road right-of-way.
 - 6. Measuring sign square footage, see below. Illustrations/logos incorporated into the signage must be an additional calculation included in the application.



C. Application fee.

D. Following approval, a Sign Permit is required from the Building Division.

DESIGN REVIEW APPLICATION

GENERAL INFORMATION

Type of project: ☐ Signage ☐ Façade Improvements ☐ Site Improvements

Business name _____

New Tenant ☐ Change of Use ☐ Interior Renovations Proposed ☐

Zone district(s) _____

Sidwell No. _____

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) _____

DESIGN REVIEW APPLICATION

Please complete the following information as applicable to the subject property and proposed exterior façade design changes or site improvements 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 _____

Number of parking spaces required by use _____

Total parking spaces provided _____ Parking space dimension of 9 ft by 20 ft required.

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 _____

Lighting - Manufacturer Specifications and Photometric Study

- a. Wall Packs
- b. Freestanding Poles
- c. Other Site Lighting

DESIGN REVIEW APPLICATION

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

1. Landscape plan and irrigation systems (provide complete landscape/planting plan and identify plan sheet if attached) _____

2. Fences and/or walls (location and material)

3. Locations of required underground new utility services

4. Locations and Dimensions of Ground Mounted Mechanical Units (existing and proposed) and screening method _____

5. Hours of Operation: Please indicate the hours of operation for the business

6. Building materials and colors (provide sample material board or digital graphics) _____

7. Parking Lot Improvements: Restriping ☐ Design Changes ☐

- If parking lot design changes are occurring a parking space calculation review will be needed based upon the use of the building.

8. Other Items Being Proposed:

DESIGN REVIEW APPLICATION

SIGN REVIEW CHECKLIST

Please refer to the Bloomfield Township Zoning Ordinance (online at www.bloomfieldtp.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 \$300 Planning Department review fee.
- ☐ Additional Permit fees are required with the Sign Permit application after Design Review Board approval.

Two (2) sets of color plans, as well as a set of digital plans.

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.
- ☐ Lighting sources for the signage explained and type of transformer (GFI, UL, etc).
- ☐ A certificate / change of occupancy *may* be required if a new business or new use for the space.
- ☐ 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.
- ☐ Square footage of all signs, please note, more than one sign per business may require Zoning Board of Appeals.
- ☐ Dimensions of the building façade or leasable area measured from grade to bottom of roof.
- ☐ Dimensions of the overall sign and dimension of the logo/illustration separate if applicable.
- ☐ 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. If applicable, a right-of-way permit must also be approved.
- ☐ A landscape plan showing perennial/evergreen planting must be submitted for either new ground signs or alterations to an existing ground sign.

Sign Permit Application Requirements: Required after Design Review Board Approval

Note: all signs require 5 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).
- ☐ Copies of current licensing and driver's license of the person doing the electrical work.

DESIGN REVIEW BOARD APPLICATION

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 investigate the above referenced property.

Signature of Property Owner(s)	Print Name of Owner(s)	Date
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Signature of Applicant	Print Name of Applicant	Date
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Signature of Contact Person	Print Name of Contact Person	Date
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Office Use Only

Date filed _____ Application accepted by _____

Fee paid _____ Receipt number _____



Bloomfield Township

Schedule of Planning Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7795

Effective date: July 1, 2021

Request	Fee
Site Plan Review	
Non Residential	\$1,860 + \$10/1,000 gross bldg. sq. ft.
Residential	\$ 2,050 + \$25 per unit
Rezoning/Zoning Ordinance Amendment	\$1,500
(Site Plan Review, Rezoning, & Zoning Ordinance Amendment includes the following: \$50 Ordinance, \$127 Clerk, \$85 Fire, and \$285 Engineering/commercial or \$475 Engineering/residential fees)	
Design Review Board	
Design/Site Improvements/Sign	\$250+ \$50 Ordinance fee
Special Use Permit	\$200+ \$50 Ordinance fee
Special Event (DRB review)	\$250+ \$50 Ordinance fee
Plus \$95.00 Engineering Review (if applicable)	
Plus \$85.00 Fire Review (if applicable)	
Special Event (reoccurring)	\$200
Subdivision (Plat) Review	\$2,050 + \$25/per lot
(Includes \$475 Engineering, \$127 Clerk, \$85 Fire and \$50 Ordinance fees)	
Special Land Use	\$1,570
(Includes \$127 Clerk, \$85 Fire and \$50 Ordinance fees)	
Lot Split	\$1,350
Lot Line Adjustment	\$250/per lot
(Lot Split and Lot Line Adjustment includes \$95 Engineering, \$127 Clerk, and \$85 Fire fees)	
Zoning Board of Appeals (each application fee includes \$125 Ordinance fee)	
Residential	
Variance Request	\$325 or After the fact \$650
Permission Request	\$225 or \$450 per accessory structure after the fact
Commercial	
Variance Request	\$500 or After the fact \$1,000
Permission Request	\$500 or \$1,000 per accessory structure after the fact
Plus \$95.00 Engineering review (if applicable)	

Wireless Communication Facility	\$1,430
(Includes \$285 Engineering, \$85 Fire and \$127 Clerk fees)	
Zoning Compliance Letter	\$75
Online application fee	\$2

1. Revised submittals for review shall be half the 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 Department 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.
4. Other Township Department Review Fees – The applicant shall be responsible for additional review fees from Township Departments/Divisions, including but not limited to Engineering and Environmental Services, Fire, Public Services, Building or Ordinance, if applicable, as adopted by the Township Board.