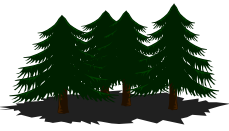


1500 Morris Road
Lapeer, MI 48446
(810) 664-3700

Lapeer Township Sign Review Procedure and Checklist

1. The applicant shall obtain a copy of the Lapeer Township Zoning Ordinance, available on the Township website at <http://lapeertownship.org> .
2. An application shall be made by the applicant to the Planning Commission for any sign construction, erection or alteration of all applicable signs, as stipulated in the Lapeer Township Zoning Ordinance. Fifteen (15) copies of the Application and plan, plus one (1) digital (PDF) submission shall be submitted to the Township Clerk by 2:00 p.m. on the second Monday of the month preceding a regularly scheduled Planning Commission meeting.
3. The application fee along with administration fee and consultant deposits shall be paid at the time of the plan submission. Any additional fees incurred from the Township Planning Consultant and Township Engineering Consultant is the responsibility of the applicant as stated in Article 1, Section 1.17 of the Zoning Ordinance. Any **additional fees incurred shall be paid** in order to remain on the Planning Commission agenda.
4. The application shall be submitted along with:
 - A scaled drawing indicating the proposed *location* of the sign on the site.
(SATELLITE/INTERNET MAPS ARE NOT ACCEPTABLE AS A SUBSTITUTE SITE PLAN)
 - A scaled drawing indicating:
 - The height of the sign above the ground
 - The face of the sign (material, color and dimensions)
 - The area of the sign surface
 - Sign lettering, as it will appear on the sign - ***The style of the lettering does not have to be represented; however, lettering should be printed to the size and weight which will be utilized on the sign.***
 - The method and color of illumination, if any, shall be specified.
 - Any logos, emblems or additional features must be specified.
 - For wall signs, the applicant shall submit a scaled drawing of the sign (preferably ¼" = 1'0") showing the relationship of the sign to the total building wall on which it is to be installed.
5. The Planning Commission may require the applicant to submit additional information necessary and / or pertinent to the application.
6. If the application is approved by the Planning Commission, the applicant shall apply for a building permit from the Zoning Administrator. The Zoning Administrator shall review all signs, irrespective of size, for conformity with the Township Building Code.



Lapeer Township
Sign Review
Application

1500 Morris Road
Lapeer, MI 48446
(810) 664-3700

Business/Development Name: _____

Site Name & Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Parcel ID Number: _____

Fax Number: _____ Email address: _____

Drawing Prepared By: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Phone: _____

SIGN INFORMATION

TYPE

- New
- Resurface Existing
- _____

STYLE

- Wall
- Pole / Freestanding
- Ground / Monument

LIGHTING

- None
- Indirect
- Internal

Colors:

Background: _____ Letters: _____

Dimensions:

Sign Area: _____ Height: _____

Letter Size: _____

Setback from Road Centerline: _____

Applicant's Signature

Date

Legal Owner's Signature (if not the applicant)