

City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309
(248) 656-4660

Sign Variance

SIGN BOARD OF APPEALS

Application Instructions

Please read carefully before submitting the attached Application, and please fill out the entire Application in detail. If a portion is not applicable, please mark it “Not Applicable”.

In addition to the Application, you must submit:

1. ***Proof of Ownership*** – If you are not the property owner of record, a copy of the land contract, option to purchase, purchase agreement or lease agreement must be presented to indicate interest in the subject property. ***Also***, a letter signed by the property owner and notarized stating he/she has no objection to the request must be attached.
2. **Plan or Drawing – Eight (8) copies** – Attach eight (8) copies of the plot plan of the subject property drawn to scale. The plan must depict shape and dimensions of the property, location of all existing and proposed signs to be erected, altered or changed, and building-to-building and building to property line relationships. You may also wish to depict the location of any trees on the property measuring at least 6” in diameter.
3. **Proposed Sign Rendering – Eight (8) copies** – Submit a rendering of the proposed sign including dimensions, height, proposed coloring and method of illumination (if any).
4. **Letter of Denial of Sign Permit** – Prior to submitting an Application to the Sign Board of Appeals, you must first submit an application for a sign permit to the Building Department. If the proposed sign does not meet the requirements of Chapter 134, Sign Ordinance, then the letter of denial will indicate all Sections of the Ordinance, which are not in compliance.

Required Filing Fee:

\$300.00

The attached Application must be completely filled out and all documents, plans, other necessary information and fees as required in the above instructions submitted before the Application will be accepted for processing. The Application will then be assigned to the next available Sign Board of Appeals agenda.

You will be notified of the date and time that the Sign Board of Appeals will consider your request. Please have a representative present if you are unable to attend the scheduled meeting. All Sign Board of Appeals meetings are held at the City Municipal Offices, 1000 Rochester Hills Drive, Rochester Hills, Michigan. The meetings begin at 7:30 PM.

During consideration of your request, the Sign Board of Appeals will hold a Public Hearing. Notification of the Public Hearing is given by mail to all persons to whom real property is assessed within 300 feet of the property and to the occupants of all structures within 300 feet of the property, and publication is made one time only in the local newspaper at least fifteen (15) days prior to the date of the Hearing.

After the Public Hearing, if the Application is acted upon, the Building Department will be notified of the action taken.

Should you have any questions regarding these instructions, please contact the Planning & Development Department at (248) 656-4660 or by email at planning@rochesterhills.org.