

Date Received: _____
Application No. _____
Review Fee: _____

**APPLICATION FOR SIGN REVIEW
ARMADA TOWNSHIP**

APPLICANT'S NAME: _____

SITE ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

DRAWING PREPARED BY: _____

ADDRESS: _____

CITY: _____ ZIP: _____

CONTACT PERSON: _____ PHONE: _____

Sign Information

Type	Style
_____ New	_____ Wall
_____ Resurface Existing	_____ Pole/Freestanding
_____ Other	_____ Ground/Monument

Colors:

Background: _____ Letters: _____

Dimensions:

Sign Area: _____ Height: _____

Letter Size: _____

Setback from Road Centerline: _____

The undersigned authorizes the members of the Planning Commission and any employees of the Building department to enter upon the described premises to visually inspect the proposed site before and after any hearings scheduled for this application. Written notification of any inspection shall be given to the applicant by the Township prior to any inspection. Any additional costs, incurred by the Township, above and beyond the original review fee, shall be paid by the applicant. All additional fees shall be paid prior to the issuance of any building permit.

ACTION:

Approved: _____

Denied: _____

Date: _____

Applicant's Signature Date

Legal Owner's Signature (if not applicant)

ARMADA TOWNSHIP

SIGN APPROVAL PROCEDURES

1. All applications for sign review shall be accompanied by a sign drawing and site plan illustrating the location of the sign on the site. The following information shall be provided:
 - a. A scaled plan showing the location of the sign.
 - b. A scaled drawing of the proposed sign, specifying the height of the sign above the ground, the surface area and material of the sign, the lettering as it will appear on the sign, method of illumination, and any other information as the Building Inspector deems necessary to the understanding of the application.

view obscuring slats or wooden fencing shall not be considered to be suitable screening materials. All trash receptacles shall be placed on a concrete pad having a minimum dimension of ten (10) feet by ten (10) feet. Concrete or metal bollards shall be placed between the trash receptacle and the rear wall of the enclosure.

The height of the masonry screening shall be six (6) feet in height. The walls shall be maintained so as to remain structurally sound and neat and clean in appearance. Trash shall not be allowed to overflow from the receptacle. Trash receptacles shall be so located and arranged to minimize their visibility from adjacent streets and uses. No trash receptacle shall be placed any closer than forty (40) feet to any residential zoning district. All trash receptacles shall be located on site to be as accessible as possible without interfering with vehicular circulation patterns.

If usage patterns determine that the number of trash receptacle provided on-site are insufficient, additional receptacles may be required by the Township. Any additional trash receptacles so provided shall be located and constructed according to the standards contained herein.

SECTION 5.07 SIGNS.

A. Intent.

The intent of this section is to create a comprehensive, balanced system of regulating signs and, thereby, to facilitate an easy and pleasant communication between people and their environment, to enhance the physical appearance of the Township, to make the Township a more enjoyable and pleasing community, and to create a more attractive economic and business climate. It is intended by the provisions of this section to reduce signage and advertising distractions, to eliminate hazards caused by signs being too close to the public rights-of-way, to avoid the confusion of conflicting adjacent signs, to protect property values, and to eliminate obsolete, irrelevant, nonconforming and deteriorated signs. With these purposes in mind, it is the intention of this section to authorize the use of signs which are:

1. Compatible with their surroundings.
2. Appropriate to the type of activity to which they pertain.
3. Expressive of the identity of individual proprietors or of the development as a whole.
4. Legible in the circumstances in which they are seen.
5. That all signs within the Township are consistent in size and aesthetic character.

B. General Regulations. No sign may be erected, displayed or substantially altered or reconstructed, except in conformance with the regulations specified in this Ordinance. The following conditions shall apply to all signs regardless of use district, unless otherwise specified in this Ordinance:

1. Submission and Permit Requirements.

- a. **Signs Not Requiring a Permit.** The following signs, as defined herein, shall be exempt from procedural, review and approval requirements as specified in the following sections. The signs shall, however, conform to all applicable regulations specified within this Ordinance:
- i. Address numbers
 - ii. Historical marker signs (official)
 - iii. Identification signs or nameplates
 - iv. Window signs
 - v. Temporary signs under six (6) square feet
 - vi. Warning signs and other incidental signs under two (2) square feet
 - vii. Home Occupation signs
 - viii. Signs meeting the standards of the Michigan Manual on Uniform Traffic Control Devices

- ix. Township, County, State or Federal road or traffic control signs shall be exempt from the provisions of this Ordinance.
- x. Refacing an existing sign when no changes are made to the frame or structure
- b. **Signs Requiring a Permit.** The following signs shall require a permit and comply with the regulations of this section:
 - i. Ground Signs
 - ii. Wall Signs
 - iii. Awning or canopy signs
 - iv. Temporary signs over six (6) square feet
- c. **Exempt Signs.** Signs not visible beyond the boundaries of the lot or parcel upon which they are situated, or from any public thoroughfare or right-of-way, shall not be counted toward the maximum number of signs permitted on the subject lot or parcel. Such signs are subject to building and electrical permits, as applicable.
- d. **Flags.** In all zoning districts, up to five flags may be flown on any given zoning lot without a permit. A permit shall be required to fly any flags in excess of five.
- e. **Application.** No person shall alter, relocate, erect, re-erect or construct any sign, except those which are exempted, unless a permit for same has been issued by the Township pursuant to this Ordinance. Written applications for sign permits shall be made on forms provided by the Planning and Zoning Administrator. The application shall be accompanied by a drawing and site plan illustrating the location of the sign on the site as well as the applicable fees as established by resolution of the Township Board as well as any reasonable expenses incurred by the Township for the review of such sign.
 1. The site plan shall be drawn to a scale not less than fifty (50) feet to the inch.
 2. The site plan shall show the location of all existing and proposed sign(s) on the site.
 3. The site plan shall show the location of existing and proposed streets, roadways, parking areas, entrances and exits within fifty (50) feet of the proposed sign(s). Clearly indicate the setback and clear vision triangle.
 4. Drawings of the proposed sign(s) to be erected or installed on the site shall be submitted with the site plan and shall include all of the following detailed information:
 - a. Height of the sign above the ground.
 - b. Surface of the sign (material, color and dimensions).
 - c. Area of sign surface. Clearly outline the areas computed as sign area on an illustration.
 - d. Lettering of sign drawn as it will appear on the erected sign. It need not be in the style of the finished sign, but must be neatly printed in the size and weight approximating that of the final constructed sign.
 - e. Method and color of illumination, if any.
 - f. Logos, emblems or additional features.
 - g. Such additional information as the Planning Commission deems necessary and/or pertinent to the application.
 - h. A drawing of the total building wall upon whose face the sign is to be displayed at a reasonable scale, preferably $\frac{1}{4}'' = 1'0''$.
- f. **Permit Approval.** No person shall erect, construct, alter or relocate a sign, except as otherwise specified herein, unless an approval for said sign has been issued by the Township Planning and Zoning Administrator pursuant to the requirements hereinafter specified. The Planning and Zoning Administrator shall review the application for compliance with the requirements of the Armada Township Zoning Ordinance and shall either approve or disapprove the application. Further, the application shall be reviewed by the Township Planning Consultant and provide their recommendation to the Planning and Zoning Administrator. Finally, the application shall be reviewed by the Township Building Inspector for compliance with the Township Building Code.

If the sign is determined to be in compliance with the Building Code, a building permit shall be issued. If any issue arises as to whether the sign is approvable as submitted, the Planning and Zoning Administrator may refer or the petitioner may request that the application be sent to the Township Planning Commission for their review. The application shall be placed on the next available agenda. All information originally submitted to the Planning and Zoning Administrator shall be forwarded to the Planning Commission for their review. The petitioner shall provide sufficient copies as required for sign site plan approval to the Planning and Zoning Administrator. If approval is obtained from the Planning Commission, review and approval from the Building Inspector must still be obtained.

2. **Prohibited Signs.** Unless otherwise specifically permitted under this Ordinance, the following signs and/or sign parts shall not be permitted or erected in the Township:
 - a. Cloth signs, balloon signs or displays, streamers, windblown devices, spinners, portable signs, trailer signs and pennants.
 - b. Signs with flashing, oscillating or intermittent illumination.
 - c. Signs painted directly onto wall surfaces or attached to telephone or electrical poles.
 - d. Vehicle business signs and trailer signs.
 - e. Pylon Signs.
 - f. Projecting Signs.
 - g. Portable Signs.
 - h. Moving or motorized signs.
 - i. Signs emitting steam, smoke, or other matter or odors.
 - j. Signs designed to resemble or mimic traffic control signs or devices.
3. **Locational Requirements.** Unless otherwise specifically permitted, all signs shall meet the following locational standards:
 - a. No sign, except as otherwise permitted herein, shall be located in, project into, or overhang a public right-of-way or dedicated public easement, or be attached to a utility pole.
 - b. No sign, except those established and maintained by the Township, County, State or Federal governments, shall be located within the triangle formed by the intersection of any road right-of-ways and/or access drive at points twenty-five (25) feet distant from the point of their intersection.
 - c. No signs shall be located so as to impede pedestrian or automobile traffic.
 - d. In no case shall a sign be closer than ten (10') feet to any property line. All signs shall meet the following minimum setbacks as measured in feet from the centerline of each road right-of-way (ROW) in accordance with the Township's Master Plan.

Road Type (See Master Plan)	Distance in Feet
32 Mile Road, Capac Road	75
Wolcott Road, Old Farm Trail	60
Major (120' R.O.W.)	60

4. **Measurement of Sign Area.** Sign area, unless otherwise noted herein, shall include the total area within any circle, triangle, rectangle, or other geometric shape or envelope enclosing the extreme limits of writing, representation, emblem, logo, graphic or any similar figure or element of the sign, together with any frame or other material forming an integral part of the display, if any, or used to differentiate such sign from the background against which it is placed.
 - a. In the case of a wall sign in which there is no frame or other material forming an integral part of the display or used to differentiate such sign from the background against which it is placed, the envelope shall be around the full perimeter of any grouping of letters, logos, emblems, figures, pictures, etc.

- b. In the case of an awning or canopy sign, where there is no design or envelope forming an integral part of the display which differentiates the sign from the background of the awning material or color, the envelope shall be around the full perimeter of any grouping of letters, logos, emblems, figures, stripes, etc. Transparent or translucent awnings or canopies which have internal lighting, the entire surface of the awning or canopy shall be considered as the sign.
 - c. For a single-faced sign, the area shall be computed as the total exposed exterior surface in square feet.
 - d. The area of a double-faced ground sign shall be computed using only one face of the sign, provided that the outline and dimensions of both faces are identical and that the faces are back-to-back so that only one face is visible at any given location. In all other cases, the sum of both faces shall be computed for the sign area.
5. **Width-to-Height Ratio.** In no case shall any sign exceed a maximum width-to-height ratio of six (6') feet in width to one (1') foot in height, unless otherwise provided for within this Ordinance.
 6. **Landscape Requirements.** A ground sign shall be located within a landscaped area. Such landscaping shall include evergreen shrubs and other landscape amenities.
 7. **Illumination.**
 - a. Illumination of signs shall be positioned and shielded so that the light shines away from adjoining properties and the eyes of motorists or pedestrians. The light source of such illumination shall be shielded from public view.
 - b. Specialty lighting, such as neon accent lighting, may be permitted by the Planning Commission on a finding that the proposal is in character with the use and not detrimental to other uses in the vicinity. This regulation does not apply to lighted window signs.
 - c. Digital signs are permitted as specified herein.
 8. **Addresses.** Every property shall post its address in a manner clearly visible from the public right-of-way.
 9. **Substitution.** Nothing in this ordinance shall be construed to prohibit non-commercial messages on signs that are otherwise allowed herein.

C. Zoning District Regulations. Permanent signs are permitted as follows:

Table 5.07.B Permanent Signs Permitted By District (Permit Required)				
1. AG, R-1, RM, Land Lease Development Districts				
Sign type	Location	Max. Display Area	Max Height	Number
Wall (home occupation)	Ground floor	2 sq ft	--	1
Wall (agribusiness uses)	Street-facing façade	32 sq ft	--	1
Ground (any non-residential use, including agribusiness)	See 5.07.B.3.	32 sq ft	6 ft	1
Subdivision entrance*	*	*	*	*
* Signs are permitted at the entrance to a subdivision as follows: One (1) double-faced sign not exceed thirty-two (32) square feet and placed parallel to the entrance road, or two single-faced signs placed one either side of the entrance road at a 45-degree angle, each sign not to exceed thirty-two (32) square feet. These signs shall meet the general regulations for ground signs and shall not exceed a height of six (6) feet.				
2. B-1 District*				
Wall	Street-facing façade	1 sq ft per linear ft of storefront or building frontage; max 60 sq ft	--	1 per tenant space w/ individual entrance**
Ground	See 5.07.B.3.	40 sq ft	6 ft	1

* In shopping centers with multiple tenants, all signage shall be coordinated as to size, location, color and character. A coordinated sign package shall be submitted for the entire complex or center prior to individual permits being granted.

** Multi-tenant buildings with common entrances may also have one wall sign not to exceed 60 square feet. Such buildings may also have one wall sign, not to exceed 2 square feet, per tenant space; total square footage of all tenant space signs shall not exceed 20 square feet. These signs shall be located within ten feet of the main entrance door.

3. B-2 District*

Wall	Street-facing façade	1 sq ft per linear ft of storefront or building frontage; max 60 sq ft **	--	1***
Secondary Wall	Second street-facing façade	Combined area of wall sign and secondary wall sign shall not exceed total permitted wall sign area	--	1
Ground	See 5.07.B.3.	64 sq ft	6 ft	1****

* In shopping centers with multiple tenants, all signage shall be coordinated as to size, location, color and character. A coordinated sign package shall be submitted for the entire complex or center prior to individual permits being granted.

** Large, multi-department stores and uses with over one hundred and fifty thousand (150,000) square feet of floor area may be permitted a wall sign area equal to one (1) square foot for each linear foot of store frontage up to a maximum of two hundred (200) square feet.

*** Multi-tenant buildings with common entrances may also have one wall sign not to exceed 60 square feet. Such buildings may also have one wall sign, not to exceed 2 square feet, per tenant space; total square footage of all tenant space signs shall not exceed 20 square feet. These signs shall be located within ten feet of the main entrance door.

**** Retail establishments with over 80,000 square feet of gross floor area and over 300 feet of road frontage on a single thoroughfare shall be permitted two (2) ground signs with forty (40) square feet of sign area each. The signs shall be evenly spaced along the frontage of the site and shall not in any case abut each other.

4. M-1 and M-2 Districts

Wall	Street-facing façade	1 sq ft per linear ft of storefront or building frontage; max 60 sq ft	--	1
Ground	See 5.07.B.3.	24 sq ft	6 ft	1
Subdivision entrance	See 5.07.B.3.	32 sq ft	6 ft	1 per road entrance

D. Specific Regulations by Sign Type.

1. Awning or Canopy Signs.

- a. An awning or canopy sign shall be placed only on the street-facing façade of the building.
- b. An awning or canopy sign shall be permitted in lieu of a permitted wall sign and shall be subject to the same size requirements as a wall sign.
- c. A minimum vertical clearance of fourteen (14) feet shall be provided beneath any awning or canopy sign which projects over a parking area or driveway. In all other areas, a minimum vertical clearance of eight (8') feet shall be provided beneath an awning or canopy.

2. Ground Signs.

- a. If the Planning Commission determines that architectural features of the sign, such as wood, rock or brick framing, are in harmony with the surrounding area and the principal structure, the architectural features of the sign shall not count as part of the display area.
- b. Ground signs, including the architectural features, shall not exceed six (6) feet in height.

- c. Changeable copy signs, except as part of a permanent ground sign. No more than twenty (20%) percent of a permanent ground sign shall be utilized for changeable copy unless otherwise specified in this Ordinance. Schools, churches and public buildings may utilize up to fifty (50%) percent of the sign face for changeable copy.
- d. Digital Signs. Electronic Message Centers (Digital signs) shall be permitted as a component of a ground sign subject to the following:
 - i. Digital signs shall be permitted:
 - 1) as a special land use in all of the Township's residential districts for nonresidential uses.
 - 2) as a special land use on those properties in nonresidential zoning districts which immediately abut a residential use in a residentially zoned district, including those across a public thoroughfare.
 - 3) as a permitted use in a nonresidential zoning district (subject to 2) above).
 - ii. No digital sign shall be permitted to intermittently or continuously scroll, flash, oscillate or have full animation.
 - iii. Any electronic content shall remain unchanged for a minimum of five (5) seconds prior to switching messages. Message changes may fade but content changes shall not otherwise be animated.
 - iv. A digital sign shall be integrated into the ground sign for the site. Digital signs shall be included in the overall permissible sign area for the ground sign and shall not constitute greater than twenty (20) percent of the sign in residential districts or fifty (50) percent of the sign in non-residential districts. Digital signs may display in full color.
 - v. In order to prevent distractions to motorists or the trespass of excessive light onto neighboring properties, the brightness of a digital sign shall be limited to 0.3 footcandles above ambient light levels. All digital signs shall maintain an automatic brightness control keyed to ambient light levels. The applicant shall provide written certification from the sign manufacturer that the light intensity has been factory pre-set not to exceed the maximum permitted intensity level.
 - vi. Digital signs shall be programmed to go dark if the sign malfunctions.
 - vii. Signage shall not be designed to emulate traffic safety signage.
- e. Supplemental Ground Signs. Commercial and industrial sites shall be permitted supplemental ground signs, such as entrance and exit signs, as follows:
 - i. One (1) sign may be permitted at each driveway. Signs shall not exceed two (2) square feet in area, and shall not exceed three (3') feet in height.
 - ii. At-grade directional signs painted on or adhered to the surface of paved areas are exempt from these standards.

3. Temporary Signs.

5.07.C.3. Maximum size, maximum height, and permitted type of temporary signs

Use	Permitted Types	Maximum Area of All Temporary Signs	Maximum Area of Any Individual Sign	Maximum Height (Freestanding)
Residential Districts	Ground	16 square feet	6 square feet	4 feet
	Wall	6 square feet	6 square feet	
Non-Residential Uses in Residential Districts	Ground	40 square feet	20 square feet	6 feet
	Wall	20 square feet	20 square feet	
Non-Residential Uses in all other districts	Ground	64 square feet	20 square feet	6 feet
	Wall		32 square feet	

- a. In recognition that there is a need for additional expression of speech prior to a scheduled election, the following applies for a period of sixty (60) days prior to until three (3) days after a city-designated election day on which there is at least one ballot item: the maximum allowable area of temporary signs shall be increased to sixty-four (64) square feet in all districts. The maximum area of an individual sign remains as stated in the table above during this period.
 - b. Display of temporary banners and temporary signs mounted on building walls (temporary wall signs) shall be limited to a total of twenty-eight (28) days per calendar year. Such signs shall not be displayed for any continuous period greater than fourteen (14) days.
 - c. Temporary signs shall be constructed of durable, all-weather materials and designed to remain in place and in good repair so long as they remain on display.
 - d. Temporary signs shall be subject to the maintenance standards of this section.
 - e. The maximum display time of freestanding temporary signs is 64 days unless additional time is granted under subsection f. below. After this time expires, the sign shall be removed. Once the temporary sign is removed, there shall be a gap of at least thirty (30) days between display of the same temporary sign on the same zoning lot.
 - f. When all or a portion of a building or land area on a zoning lot is listed for lease, the maximum display time of freestanding temporary signs and temporary signs mounted on buildings shall be ninety (90) days. When all or a portion of a building or land area on a zoning lot is listed for sale, the maximum display time of freestanding temporary signs for all uses and temporary signs mounted on buildings for all uses except residential uses shall be the duration the building, building unit or land is listed for sale. In all cases, the sign area limits in Table 5.07.C apply.
 - g. All such signs shall be set back a minimum of ten (10) feet from the right-of-way.
 - h. A-frame Signs A business or organization shall be permitted one (1) temporary A-Frame sign, not exceeding twenty (20) square feet in display area or six (6') feet in height. A maximum of two (2) temporary sign permits shall be permitted for any one business or organization during a calendar year, with a combined permitted display time not exceeding thirty (30) days. Only one (1) such sign shall be permitted at the same time on a site. Signs shall include the permit number and date of issue, written in indelible ink on the face of the sign.
4. **Temporary Off Site Signs for Value Added Farming Operations.** Based on the temporary sales period of farming operations, the Township has recognized the need for additional signs providing direction and advertisement for farming operations.
- a. These signs shall be permitted in addition to the temporary sign allowance of Section 5.07.C.3.
 - b. Such signs shall also be permitted for non-profit organizations, subject to the provisions of this subsection.
 - c. Signs shall not exceed a maximum height of eight (8) feet from the established grade.
 - d. Signs shall have a maximum area of forty-five (45) square feet.
 - e. Temporary signs may be placed off-site for a period not exceeding eight (8) months (out of a twelve (12) month period) or the timeframe of the sales season being advertised whichever is less. All signs shall be removed by December 31 of each year.
 - f. All such signs shall be provided with a decorative frame base and border.
 - g. All signs shall provide the date upon which they were placed onsite in a clearly identifiable location.
 - h. Permits shall be obtained from the Township. As a part of the permit process, the applicant shall provide a letter from the property owner consenting to such sign.
 - i. Signs may be located on properties immediately adjacent to a roadway intersection. Only one sign for each business may be located at any one intersection.
 - j. The minimum distance between any two temporary off-site signs for value added farming operations shall be 35 feet.
 - k. Signs may be lit provided the following conditions are met.

1. The lighting of the sign may only be permitted when night activities are being conducted at the business.
2. Lighting directed at a temporary sign shall be properly shielded and shall not cause glare onto adjacent roadways.
3. All other requirements of Section 5.04 Lighting shall be met.

5. **Wall Signs.**

- a. A wall sign shall not project more than twelve (12") inches horizontally beyond the wall of a building.
- b. Wall signs shall not project above the roof line (eave) of a building or structure.

6. **Window Signs.**

- a. Window signs shall be permitted in the B-1, B-2, M-1, and M-2 districts.
- b. Window signs shall be permitted on the street-facing façade only.
- c. In no case shall window signs occupy greater than twenty-five (25) percent of the total window area of the street-facing façade.

E. **Administration & Enforcement**

1. **Nonconforming Signs.** Any sign already established by the effective date of this Ordinance which is rendered nonconforming by the provisions of this Ordinance, and any sign which is rendered nonconforming as a result of subsequent amendments hereto, shall be subject to the regulations concerning nonconforming signs as follows:
 - a. Any sign on a site where there is no building or use with a valid certificate of occupancy shall be considered nonconforming. Such signs shall be taken down and removed by the owner, agent or person having the beneficial use of the building, structure or land within one (1) month from the date of written notice from the Township.
 - b. However, where such a sign structure and frame are typically reused by the current occupant or business in leased or rented buildings, the building owner shall not be required to remove the sign structure and frame in the interim periods when the building is not occupied, provided that the sign structure and frame are maintained in accordance with this chapter and other relevant Township ordinances and codes, and provided, further, that the time period of non-use does not exceed ninety (90) days.
2. **Maintenance of Signs.** Signs shall be maintained as follows:
 - a. Signs, including the face, framing and all supports thereof, shall be kept and maintained in a safe condition, shall be adequately protected against corrosion and shall conform to all the provisions of this chapter.
 - b. Signs which are broken, torn, bent or whose supports are broken, bent or damaged, and signs that are not reasonably level and plumb shall be repaired and re-installed in a manner prescribed by the Building Official or his/her designee.
 - c. All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Code. Failure to comply with this section may result in action by the Building Official or his/her designee to rescind the permit with subsequent removal of the entire structure.
 - d. A sign shall have no more than 20 percent of its surface area covered with disfigured, cracked, rippled, faded, or peeling paint, poster paper or other material for a period of more than 30 successive days.
 - e. A sign shall not stand with bent or broken sign facing, with broken supports, with loose appendages or struts, or more than 15 degrees from vertical for a period of more than 30 successive days, unless determined by the Building Official or his/her designee to pose a safety hazard, in which case immediate action may be required.
 - f. A sign shall not have weeds, trees, vines, or other vegetation growing upon it, or obscuring the view of the sign from the public right-of-way from which it is to be viewed, for a period of more

than 30 successive days.

- g. An internally illuminated sign shall not be allowed to stand with only partial illumination for a period of more than 30 successive days.
 - h. Any sign erected or displayed without a permit or any sign which does not comply with the provisions of this chapter shall be deemed a hazard to the safety of the public and is declared to be a public nuisance and may be abated by removal without notice.
 - i. If, upon inspection by the Building Inspector, a sign is found to be unsafe, insecure, corroded, subject to corrosion, or otherwise poorly maintained, then the owner shall make the sign safe and secure by completing any necessary reconstruction, repairs, painting or other improvements in accordance with the following timetable, unless the sign is required to be removed by the nonconforming sign regulations herein:
 - i. If the Building Inspector determines that the sign is an immediate threat to the safety of persons or property nearby, all required action to correct the defect shall be taken within forty-eight (48) hours (two working days) from the time of notification in writing from the Township, provided that the sign can be cordoned off or adequately secured during the intervening time so as to remove any immediate threat to safety. If such sign cannot be cordoned off or secured so as to eliminate any immediate threat to the safety of persons or property, then all required action to correct the defect shall be made forthwith.
 - ii. If the Building Inspector determines that the sign is not an immediate threat to the safety of persons or property, all required action to correct the defect shall be made within thirty (30) days after notification in writing from the Township. The Building Inspector may extend the thirty (30) day timetable (until the Building Inspector deems conditions are suitable for repair) if temperatures below twenty-five (25) degrees Fahrenheit prevent painting, or if the defects involved are minor, not generally noticeable to the public, and not a hazard to public safety (such as replacement of burned out light bulbs).
3. **Removal of Signs.** Whenever a sign is removed, or is required to be removed, by this Ordinance or by order of the Building Inspector, the entire sign structure, including fastenings and anchorages, shall be removed.
4. **Appeals Procedure.** Any party who had a sign denied by the Planning Commission or a sign permit denied by the Building Department may seek a variance of the provision(s) of this Ordinance by filing an appeal application to the Zoning Board of Appeals. Such a variance request must be applied for within thirty (30) days of such denial.
- a. At the hearing for a variance, the Zoning Board of Appeals may grant a variance from the provisions of this Ordinance upon a finding of all of the following:
 - i. The particular physical surroundings, shape or topographical conditions of the property would render compliance with the provisions of this Ordinance difficult and would likely result in a particular hardship on the owner, as distinguished from inconvenience of the Ordinance requirements or a desire to increase financial gain or avoid the financial expense of compliance.
 - ii. Strict enforcement of the provisions of this Ordinance would serve no useful purpose.
 - iii. The type of sign structure and the location proposed would not pose a significant risk to the public health, safety and welfare.
 - iv. The benefit of the sign to the general public and/or applicant under the circumstances outweighs any risk to traffic safety and the Township's desire to eliminate the accumulation of visual clutter in accordance with the stated purpose of this Ordinance.

- v. A variance would be in the interest of the Township and not against the spirit and intent of this Ordinance.
- vi. In issuing a variance from the strict letter of the provisions of this Ordinance, the Zoning Board of Appeals may grant a variance of any sign requirement or place reasonable conditions or restrictions upon issuance of a permit.

ARMADA TOWNSHIP PLANNING & ZONING FEE SCHEDULE

This fee schedule has been adopted by resolution of the Armada Township Board of Trustees at their regular meeting held **November 8, 2023**, and will be effective immediately upon the day following publication.

	NEW PLANNER	ENGINEER	FIRE SAFETY REVIEW	PUBLICATION	ADMINISTRATION	TOTAL
Special Land Use	\$600 + site plan + Acre/Unit fee	\$170 + 10 per acre/Unit	\$200 + \$2.50 per acre*	\$300	\$150	\$1,370 + site plan + Acre/Unit fees + Fire Safety if applicable
Site Plan:						
Commercial / Industrial / Office	\$600+\$25 per acre	\$200 + \$15 per acre	\$200 + \$2.50 per acre*		\$300	\$1,250+\$40 per acre
Multiple family or mobile home park developments	\$800 + \$5 per unit	\$200 + \$15 per acre	\$200 + \$2.50 per acre*		\$300	\$1,450 + \$15 per acre + \$5 per unit
Site Plan Administrative Review	Hourly rate of Planner				\$231 + Bldg Inspector plan review fee if required	\$231 + site dependent
Woodlands & Wetlands Plans / Field Inspections	Hourly rate of Planner applies if requested to review.	\$200 + \$15 per acre			\$300	Minimum \$500 + \$ 15 per acre
Site Condo:						
Site Condo: Preliminary Plan	\$800 + \$5 per unit	\$300 + \$10 per unit	\$200 + \$2.50 per acre*		\$300	\$1,550 + \$15 per unit
Final Plan (Including Eng Plan Review)	\$300 + \$2.50 per unit if changed	1 ½% construction Hourly Basis \$400 minimum				\$700 + \$2.50 per unit min + site dependent
Sketch Plan	\$600				\$200	\$800
Sketch Plan Renewal	\$300				\$50	\$350
Engineering Plan		Hourly basis with deposit based upon 1 ½% Construction				Site dependent
Subdivision's Platted:						
Tentative Prelim. Plat	\$800 + \$5 per lot	\$300 + \$10 per unit	\$200 + \$2.50 per acre*		\$300	\$1,550 + \$5 per lot + \$10 per unit
Final Prelim. Plat (including Eng. Plan Review)	\$300 + \$2.50 per lot	Hourly basis w/deposit based upon 1 ½% construction			\$300	\$600 + \$2.50 per lot + site dependent
Final Plat	\$300	\$450 + \$10 per lot			\$300	\$1,050 + \$10 per lot
Other Fees:						
Rezoning	\$650			\$300	\$150	\$1,100
Sign Review – Offsite	\$180 for 1 st + \$60 ea. additional			\$300	\$150	\$630 min
Sign Review	\$180 for 1 st + \$60 ea. Additional				\$50	\$230 min
ZBA-Dimensional Variance-Commercial	\$600 if requested to review.			\$300	\$340	\$640 min
ZBA-Dimensional Variance-Residential	\$400 if requested to review.			\$300	\$340	\$640 min
Lot Splits/Land Division	\$500 if requested to review.				\$125 per new split	\$125 min per new split
Land Division Variance Appeal	\$500 if requested to review.			\$300	\$340	\$640 min
Mining Permit Application	Hourly rate if requested to review.				\$1,000	\$1000 min
Compost Permit Application	Hourly rate if requested to review.				\$2,000	\$2000 min
Medical Marijuana Primary Caregiver Application / Annual renewal fee					\$750 / \$325	\$750 initial application \$325 Annual Renewal
Planner Hourly Rate: \$120.00				Attorney fees if incurred on behalf of applicant: \$120 per hour		
Pre-Application Meeting with Planner: \$500 at Township Offices or \$300 at office of Planner or Virtual.				Engineering Hourly Rates:		
Re-Review of a plan, plat or other application within 6 months of original submittal: 50% of original fee.				Project Manager: \$120.00		
Review of Traffic Study - Hourly rate if requested to review.				Project Engineer: \$110.00		
				Graduate Engineer: \$100.00		
ALL ADDITIONAL PLANNER, ENGINEER, LEGAL, PROFESSIONAL OR ADMINISTRATIVE FEES WILL BE BILLED AS INCURRED.						
These are realistic fees so that tax dollars do not pay for individual gains. Additionally, a deposit in the amount of 6% of the total estimated cost of construction for all underground utilities and paving, a minimum of \$900, shall be placed with the Township for inspections. Fees for inspections will be billed against this deposit on an hourly basis.						
*FIRE DEPARTMENT: ADDITIONAL LIFE SAFETY REVIEW FEES WILL BE CHARGED FOR FIRE ALARMS, FIRE SUPPRESSION SYSTEMS AND OTHER SYSTEMS AS REQUIRED BY CODE.						
New construction reviews will charge per building square foot. See Community Safety Division Fee Schedule for requirements						