



Department of Planning and Economic Development
1000 Rochester Hills Dr.
Rochester Hills, MI 48309
(248) 656-4660
planning@rochesterhills.org
www.rochesterhills.org

Sign Board of Appeals (SBA) Application

Property Information

Street Address	
Parcel Identification Number (can be obtained on the Property Tax Look-Up page on the City's website)	
Current Use(s)	Zoning District

Request Information

Ordinance Section(s) (variance being requested from)
Requested Variance(s)
Review Criteria (as defined in Section 134-41 of the City's Sign Ordinance) The zoning ordinance authorizes the SBA to vary or modify the ordinance only in cases when the competent, material and substantial evidence in the official record of the appeal supports all the following affirmative findings:
Special Conditions. Describe how special conditions or circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
Deprivation of Rights. Describe how literal interpretation or application of the provisions of Chapter 134 (Signs) would deprive the applicant of property rights commonly enjoyed by other properties in the same district under the terms of Chapter 134 (Signs) .
Substantial Justice. Describe how allowing the variance will result in substantial justice being done, considering the public benefits intended to be secured by Chapter 134 (Signs) , the individual difficulties that will be suffered by a failure of the SBA to grant a variance, and the rights of others whose property would be affected by the allowance of the variance, and will not be contrary to the public purpose and general intent and purpose of Chapter 134 (Signs) .



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SBA Application

Applicant Information

Name		
Address		
City	State	Zip
Phone	Email	
Applicant's Legal Interest in Property		

Property Owner Information Check here if same as above

Name		
Address		
City	State	Zip
Phone	Email	

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.		
I (we) authorize the employees and representatives of the City of Rochester Hills to enter and conduct an investigation of the above referenced property.		
Applicant's Signature	Applicant's Printed Name	Date
Property Owner's Signature	Property Owner's Printed Name	Date

OFFICE USE ONLY

Date Filed	File #	Escrow #
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1. **Completed Applications.** Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following.
 - a. Letter of denial from the Building Department
 - b. 8 copies of the plot plan of the subject property drawn to scale depicting *(if applicable)*:
 - 1) Shape and dimensions of the property
 - 2) Location of all existing and proposed signs to be erected, altered or use changed
 - 3) Building-to-building and building-to-property line relationships
 - 4) Location of any trees in the affected area measuring at least 6" in diameter
 - c. 8 copies of a rendering of the proposed sign including dimensions, height, proposed coloring and method of illumination (if any)
 - d. Proof of ownership. If the applicant is not the owner of the land in Fee Simple Title, a document (land contract, purchase agreement, option to purchase, etc.) must be provided that indicates the applicant's interest in the property
 - e. Notarized letter from property owner indicating no objection to request
 - f. Any other information which the applicant feels will aid the City in its review
 - g. PDF files of all of the above submitted information

2. **Review Process.** Prior to submitting an application to the SBA, an application for a sign permit from the Building Department must be submitted. If the proposed construction does not meet the requirements of the sign ordinance, then the letter of denial will indicate the sections of the ordinance which are not in compliance.

City staff and consultants will review the SBA application and supporting materials. If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete applications will not be placed on a SBA agenda until all necessary information is submitted and reviewed.

The applicant will be notified of the date and time that the public hearing will be held by the SBA. A representative for the project must be present at the public hearing. SBA meetings are generally held the second Wednesday of each month at 7:00 P.M. After the public hearing, if the application is acted upon, the Building Department will be notified of the action taken.

The SBA application is noticed for public hearing in accordance with Act 110 of the Public Acts of 2006, as amended. Notification is provided to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request, and to the occupants of structures within 300 feet of the subject property. The notice is also published in the local paper (Oakland Press) not less than 15 days prior to the public hearing.

3. **Fees.** Established fees as follows must be provided before the application can be processed. Checks should be made payable to the City of Rochester Hills.

Filing Fee (per application)	\$300
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4. **Questions or Clarifications.** Please contact the Department of Planning and Economic Development at the contact information above for questions or clarifications.