

**CITY OF LIVONIA, MICHIGAN  
APPLICATION FOR SIGNAGE APPROVAL**

All applications for Signage Approval shall be filed with the City Planning Commission,  
33000 Civic Center Drive, Livonia, MI 48154-3097 **Filing Fee 50.00**

Date Filed: \_\_\_\_\_ Petition \_\_\_\_\_

Site Address: \_\_\_\_\_ Sidwell \_\_\_\_\_

Applicant: \_\_\_\_\_ Business/Company: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Phone # (\_\_\_\_\_) \_\_\_\_\_ Applicant's Email \_\_\_\_\_

Contact Person: \_\_\_\_\_ Business/Company: \_\_\_\_\_

Contact's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact's Phone # (\_\_\_\_\_) \_\_\_\_\_ Contact's Email \_\_\_\_\_

**Please provide the following information:**

- 1) Proposal for **Wall Sign(s)** must show the following:
  - shape and dimensions of sign(s)
  - total square footage of sign area
  - method of illumination
  - elevation plan showing location of sign(s) on building
- 2) Proposal for **Awning Sign(s)** must show the following:
  - shape and dimensions of sign(s)
  - total square footage of sign area
  - method of illumination (only sign area is permitted to be back-lit)
  - elevation plan showing location of sign(s) and awning(s) on building
- 3) Proposal to erect a **Ground Sign** must show the following:
  - shape and dimensions of sign
  - total square footage of sign area
  - height of sign (measured from the surface grade of the land)
  - method of illumination
  - site plan depicting sign's location and setback from any right-of-way line
- 4) **One (1) set of reduced plans, a maximum 11" x 17" in size, or digital file in a .pdf format either on CD or emailed to: [planning@livonia.gov](mailto:planning@livonia.gov)**
- 5) One (1) completed application form & **three (3)** sets of full-size drawings

**You are invited and encouraged to review your proposal with the Planning Department staff. Only one set of preliminary drawings will be necessary for this analysis.**

Owner of Property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner's Phone # (\_\_\_\_\_) \_\_\_\_\_ Owner's Email \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Control Zone Signage Approval Process for the City of Livonia, Michigan:

- 1) You are invited and encouraged to review your plans with the Planning Staff subsequent to the filing of this application.
  - ❖ What is to be included on the submitted plans is outlined on application.
- 2) If acceptable, petitioner submits completed application form and 3 sets of plans (plus a reduced set of plans or digital file) to Planning Department.
- 3) Petitioner pays filing fee to City Planning Department.
- 4) The proposal is scheduled to be heard at the next appropriate Study and Regular Meetings of the Planning Commission.
- 5) The Planning Staff reviews plans for compliance with the requirements prescribed in the zoning ordinance.
- 6) The plans are sent to Inspection Departments for review and comments.
- 7) A background report and packet is compiled and distributed to the Planning Commission members.
- 8) The proposal is presented to the Planning Commission at a **Study Meeting**.
  - ❖ A Study Meeting is an informal session to provide the Planning Commission with a review of what is being proposed and provides information that will help each member envision the proposal when they tour the site. It also allows the petitioner an opportunity to make changes, based on comments expressed by the Commission, before the Regular Meeting.
- 9) It is strongly suggested that revised plans be submitted to the Planning Department prior to the Regular Meeting for review.
- 10) The proposal is presented to the Planning Commission at a **Regular Meeting**.
  - ❖ A Regular Meeting is a formal meeting where minutes are taken for public record and the entire proceedings are shown live on the City-wide cable channel. Comments are welcome from the Commission, petitioner and anyone else interested in this particular petition.
- 11) The Planning Commission renders a decision on the proposal.
- 12) The Planning Commission's recommendation is forwarded to the City Council.
- 13) The proposal is scheduled to be heard at the next appropriate Study and Regular Meetings of the City Council.
- 14) The proposal is presented to the City Council at a **Study Meeting**.
  - ❖ No vote is taken at a Study Meeting; the public may speak on any issue on or off the agenda. Council Members ask questions and gather information required for decision making.
- 15) The proposal is presented to the City Council at a **Regular Meeting**.
  - ❖ After the Council has received input on agenda items at the Study Meeting, or at a Public Hearing or Committee Meeting, then they take action-vote-on the issue.
- 16) City Council renders decision on the proposal.
- 17) If the proposal does not conform to the requirements of the ordinance, then the petitioner must apply for and obtain a variance from the Zoning Board of Appeals.
  - ❖ A variance permits, to a specific property, signage when the provisions of the ordinance does not and is based on undue hardship or practical difficulty.