



**Frenchtown Charter Township  
 Planning Commission  
 2744 Vivian Road  
 Monroe, MI 48162  
 734-242-5900**

**SIGN ORDINANCE WAIVER APPLICATION**

Applicant must provide: **10 copies** of the signage drawings, **10 copies** of the application, **email** drawings and application, fees, escrow deposit, and all relative documents at least **5 weeks** prior to the next regularly scheduled meeting of the Planning Commission.

DATE _____	PROJECT ADDRESS _____
	PROJECT PARCEL ID _____

**APPLICANT INFORMATION**

Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		

**PROPERTY OWNER INFORMATION**

Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		

**PROPERTY DESCRIPTION**

Zoning Classification:
What Section of the Sign Ordinance are you requesting a waiver from?

**Please describe your requested signage, and why it requires a waiver:**

**ATTACH THE FOLLOWING:**

1. **10** hard copies of the signage drawing. Please also provide an electronic copy via email to [MOrtega@mcka.com](mailto:MOrtega@mcka.com) and [frenchtownplanning@frenchtownchartertp.org](mailto:frenchtownplanning@frenchtownchartertp.org)
2. One check to establish an escrow account with a beginning balance of **\$500**, for the Township Planner review fees. Any money left over at the end of the process will be refunded to the applicant.
3. One check in the amount of **\$150** – for the Planning Commission.

**PLEASE NOTE:** The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the sign waiver may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a waiver application or to revoke any permits granted subsequent to waiver approval.

Please note that the requested waiver is not a variance as defined in the Michigan Zoning Enabling Act. If granted, the waiver will only be in force for the lifespan of the sign in question.

**APPLICANT’S ENDORSEMENT**

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the Township and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

*Updated 2.5.19*