



# CITY OF DEARBORN

*Home Town of Henry Ford*

**BUILDING BOARD OF APPEALS – SIGN APPEAL  
16901 MICHIGAN, SUITE 6, DEARBORN, MI 48126**

## **INTRODUCTION:**

**SIGN:** A VARIANCE FROM REQUIREMENTS OF THIS ARTICLE MAYBE ALLOWED ONLY IN CASES WHERE THERE IS EVIDENCE OF PRACTICAL DIFFICULTY. THE BOARD MAY HEAR APPEALS BASED ON AN ALLEGED ERROR IN INTERPRETATION OF THE ARTICLE.

## **CONTACT:**

CALL **BRENDAN DONAHUE** AT PHONE NUMBER **313-943-2158** OR EMAIL AT **BDONAHUE@CI.DEARBORN.MI.US** TO MAKE AN APPOINTMENT TO DISCUSS YOUR APPEAL.

## **APPLICATION:**

AN APPLICATION FORM AND OTHER REQUIRED DOCUMENTS MUST BE FILED WITH THE PERMIT & PLAN REVIEW OFFICE. APPLICATIONS ARE AVAILABLE AT THE **PERMIT & PLAN REVIEW OFFICE** AT **16901 MICHIGAN, SUITE 6, DEARBORN, MI 48126** OR ONLINE AT [WWW.CITYOFDEARBORN.ORG](http://WWW.CITYOFDEARBORN.ORG).

## **REQUIRED DOCUMENTS:**

1. TEN (10) COPIES OF A CURRENT SITE PLAN AND OR FLOOR PLAN THAT IS TO SCALE (1/8" = 1 FOOT OR 1 INCH = 20 FEET) SHOWING THE FOLLOWING:
  - \* ALL BUILDINGS AND STRUCTURES SHOWING DIMENSIONS AND ELEVATIONS, INCLUDING DISTANCES FROM ADJOINING PROPERTY LINES AND STRUCTURES
  - \* ALL PROPERTY LINES AND EASEMENTS WITH DIMENSIONS
  - \* THE "NORTH" POINT
  - \* THE NAME, ADDRESS, AND PHONE NUMBER OF PERSON PREPARING THE PLAN
  - \* PLANS MUST BE FOLDED SEPERATELY 9" X 12" SIZE
2. IF THE APPLICANT IS NOT THE PROPERTY OWNER, A LETTER OF AUTHORIZATION SHALL BE SUBMITTED (SEE ATTACHED).

## **PROCESSING:**

YOUR APPLICATION FORM AND REQUIRED DOCUMENTS WILL BE VERIFIED TO BE COMPLETE BEFORE BEING PLACED ON AN AGENDA. YOU WILL RECEIVE WRITTEN NOTIFICATION BY MAIL OF THE DATE, TIME, AND LOCATION OF WHEN YOUR APPEAL WILL BE HEARD. YOUR REQUEST WILL BE REVIEWED BY THE PERMIT & PLAN REVIEW OFFICE OFFICIAL AND OTHER CITY STAFF AS DEEMED NECESSARY. PLEASE ALLOW FOUR (4) WEEKS FOR PROCESSING.



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## **PUBLIC HEARING / MEETING:**

REGULAR MEETINGS OF THE BBA ARE SCHEDULED FOR 5:00 PM ON THE SECOND WEDNESDAY OF EACH MONTH AND ARE CONDUCTED IN THE CITY COUNCIL CHAMBERS AT DEARBORN CITY HALL. YOU OR YOUR REPRESENTATIVE **MUST** ATTEND THE MEETING AND BE PREPARED TO EXPLAIN THE REQUEST AND JUSTIFY THE VARIANCE REQUESTED.

A PUBLIC HEARING IS REQUIRED AS PART OF THE BUILDING BOARD OF APPEALS MEETING. THE APPLICANT AND ALL ADJACENT AND ADJOINING PROPERTY OWNERS OF RECORD ON THE CITY TAX ROLL ARE NOTIFIED BY MAIL OF THE DATE, TIME, AND LOCATION OF THE PUBLIC HEARING UNLESS OTHERWISE PROVIDED BY LAW. THE BOARD WILL HEAR ARGUMENTS FOR OR AGAINST THE PROPOSED REQUEST.

## **ACTION OF THE BOARD:**

- THE BUILDING BOARD OF APPEALS CONSISTS OF FIVE MEMBERS. THREE MEMBERS ARE REQUIRED FOR A QUORUM.
- ANY PETITION REQUEST MAY BE GRANTED AS REQUESTED, GRANTED WITH CONDITIONS, MODIFIED, TABLED, OR DENIED.
- THE DECISION OF THE BOARD IS MADE AT THE TIME OF THE HEARING. THE DECISION OF THE BOARD IS FINAL.
- AFTER THE BOARD'S DECISION IS RENDERED, THERE IS A MINIMUM OF A 5 WORKING DAY WAITING PERIOD BEFORE A PERMIT MAY BE ISSUED. YOU MUST SUBMIT YOUR APPROVAL LETTER RECEIVED FROM YOUR BBA MEETING AT THE PERMIT COUNTER **BEFORE PERMIT ISSUANCE. IF THE BBA APPROVAL LETTER IS NOT SUBMITTED AT THE PERMIT COUNTER, THEN THE PERMIT WILL NOT BE ISSUED.**
- IF A PERMIT IS NOT OBTAINED AND CONSTRUCTION HAS NOT COMMENCED WITHIN TWELVE (12) MONTHS OF THE BOARD'S DECISION, THE ORDER OF THE BOARD SHALL BE VOID, PURSUANT TO CITY ORDINANCE.



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FOR OFFICE USE:
DATE SUBMITTED: _____
AMOUNT PAID: _____
RE: PERMIT APP # _____
BBA APP #: _____

**BUILDING BOARD OF APPEALS APPLICATION**  
**FOR SIGN APPEAL**  
PLEASE COMPLETE THE APPLICATION COMPLETELY

**PROPERTY INFORMATION:**

\_\_\_\_\_  
ADDRESS/ CITY/ STATE/ ZIP

\_\_\_\_\_  
PARCEL ID NUMBER

\_\_\_\_\_  
LOT NUMBER/ SUBDIVISION/ LOT SIZE

**PLEASE CHECK THE APPROPRIATE BOXES:**

**SIGN APPEAL:**

**A FLAT FEE OF \$250 REQUIRED:**

- SIZE (OVER 100 SQ FT)
- HEIGHT
- LOCATION
- MESSAGE BOARD (LED)



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**DESCRIPTION OF REQUEST:**

EXPLAIN THE NATURE OF YOUR REQUEST, INCLUDING THE UNIQUE CONDITIONS OR HARDSHIPS WHICH NECESSITATE YOUR REQUEST:

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**HISTORIC INFORMATION:**

ARE YOU AWARE OF PREVIOUS APPEALS INVOLVING THIS PROPERTY?

- YES IF YES, APPEAL NUMBER: \_\_\_\_\_
- NO

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

**I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY HEREIN DESCRIBED AND THAT I HAVE GIVEN THE APPLICANT HEREIN NAMED PERMISSION TO APPLY FOR THE REQUESTED VARIANCE IF THE APPLICANT IS SOMEONE OTHER THAN MYSELF. A LETTER OF AUTHORIZATION THAT IS NOTARIZED WILL BE SUBMITTED AT THE TIME OF BBA APPLICATION SUBMITTAL TO AUTHORIZE SOMEONE ELSE TO REPRESENT ME IF I CHOSE NOT TO REPRESENT MYSELF AT THE VARIANCE MEETING.**

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, WAYNE COUNTY, MICHIGAN

\_\_\_\_\_  
MY COMMISSION EXPIRES



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**APPLICANT INFORMATION:**

**IF THE APPLICANT INFORMATION IS DIFFERENT FROM THE PROPERTY OWNER, A LETTER OF AUTHORIZATION THAT IS NOTARIZED MUST BE SUBMITTED WITH THIS APPLICATION (ATTACHED IS AN LOA FOR YOUR USE).**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**I AFFIRM THAT THE INFORMATION PROVIDED IN THIS APPLICATION AND THE ACCOMPANYING DRAWINGS ARE ACCURATE.**

\_\_\_\_\_  
**APPLICANT SIGNATURE**



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**LETTER OF AUTHORIZATION**

\_\_\_\_\_

(Date)

I, \_\_\_\_\_, have reviewed the proposed project regarding my (Printed Property Owner Name)  
property located at \_\_\_\_\_ in the City of Dearborn, Michigan  
(Street Num. & Name)

and authorize \_\_\_\_\_ to represent me at the BBA  
(Representative's Name)

meeting regarding this project.

If you have any questions, please feel free to contact me at \_\_\_\_\_.  
(Ph #)

\_\_\_\_\_

(Owner's Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public, Wayne County, Michigan

My Commission Expires: \_\_\_\_\_