



Application Form Short-Term Temporary Sign Permit

Office Use
Application No. _____ Date Received _____ Review Fee _____ Receipt No. _____

1. Type of Temporary Sign

- Banner
- Portable
- Flags
- Real Estate Development
- A-Frame

2. Does the plaza, center, or property have an electronic message sign?

- Yes
- No

If the answer is yes, a temporary sign permit will not be allowed for the property or business.

3. Applicant (a completed Applicant Information Form must accompany this application)

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone Number: _____ Email Address: _____

4. Property Information

Business / Development Name: _____

Business / Development Address: _____

Zoning District: _____

5. Sign Details

Sign Area
(max. 12 square feet
excluding flags) _____

Sign Height
(max. 6 feet excluding
flags) _____

6. Starting Date

Specify the starting date to display the temporary signage (mm/dd/yyyy) _____

All short-term temporary signs must be removed 60 days from the date of approval.

7. Please Note

Total square footage for all temporary signs, including long-term and short-term temporary signs on a given property may not exceed 32 square feet. This includes shopping centers with multiple tenants. Temporary sign permits will be reviewed and issued on a first come, first served basis. Once the total area is occupied for a property, businesses which registered first will be given priority to display their temporary signage.

8. Signature

The undersigned deposes that the foregoing statements, answers, and accompanied information are true and correct and that the applicant is aware of the regulations relating to long-term temporary signs recorded and publicly accessible in Section 5.24 of the Charter Township of Shelby Township Zoning Ordinance.

Applicant Name _____

Applicant Signature _____

Date _____

Property Owner Name _____

Property Owner Signature _____

Date _____



Applicant Information Form

Charter Township of Shelby

Planning and Zoning Department
52700 Van Dyke Ave, Shelby Twp, MI 48316
(586) 726-7243
planning@shelbytp.org
shelbytp.org

Office Use		
Application No. _____	Date Received _____	Copy of Driver's License Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section I – Type of Application (The appropriate Application Form must accompany this form.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Zoning Board of Appeals, Interpretation, Major Temporary Use | <input type="checkbox"/> Permanent Sign |
| <input type="checkbox"/> Special Land Use | <input type="checkbox"/> Minor Temporary Use | <input type="checkbox"/> Temporary Sign |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Tree Permit | <input type="checkbox"/> Condominium Subdivision |
| <input type="checkbox"/> Class A Nonconforming Use | | <input type="checkbox"/> Planned Unit Development |
| | | <input type="checkbox"/> Subdivision |

Section II – Applicant Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Date of Birth _____

Driver's License Number _____

(A copy of both sides of the applicant's driver's license must be attached.)

Section III – Signature

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

Applicant Name _____

Applicant Signature _____

Date _____