



Preliminary or Final Historic Sign/Design Review Application

Historic District Commission

Planning Division

Form will not be processed until it is completely filled out.

1. Applicant

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email address: _____

2. Property Owner

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email address: _____

3. Applicants Attorney/Contact Person

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email address: _____

4. Project Designer/Developer

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email address: _____

5. Required Attachments

- Required fee (see [Fee Schedule](#) for applicable amount)
- Two (2) folded copies of scaled plans including color elevations showing all materials and an itemized list of all changes for which approval is requested with changes marked in color.
- Certified land survey
- Landscape plan showing all existing and proposed elements
- Photographs of existing site and/or building.
- Current aerial photos of the subject site, including all adjacent properties within 200 ft.
- Warranty Deed with legal description of property.
- Samples of all materials to be used
- Catalog sheets for all proposed lighting, mechanical equipment and outdoor furniture.
- Completed Checklist.
- Digital copy of plans.
- Any new structures or additions will require a signed letter from DTE approving the location of all electrical transformers and electrical equipment.
- Additional information as required.

6. Project Information

Address/Location of the property: _____

Name of development: _____
Sidwell #: _____
Current Use: _____
Proposed Use: _____
Area of Site in Acres: _____
Current zoning: _____
Zoning of Adjacent Properties: _____
Name of Historic District Site is Located in: _____
Date of Application for Preliminary Historic Design Review: _____

Date of Preliminary Historic Design Review Approval: _____

Date of Planning Board Approval: _____
Date of Application for Preliminary Site Plan: _____
Date of Preliminary Site Plan Approval: _____
Date of Application for Final Site Plan: _____
Date of Final Site Plan Approval: _____
Will proposed project require the division of platted lots? _____

Will proposed project require the combination of platted lots?

7. Details of the Nature of Work Proposed (attach separate sheet if necessary)

(Please specifically list all materials and colors to be used)

8. Buildings and Structures

Number of Buildings on Site:_____

Height of Buildings & # of Stories:_____

Use of Buildings:_____

Height of Rooftop Mechanical Equipment:_____

9. Additions (in Square Feet)

Proposed Use:_____

Number of Floors:_____

Number of Sq. Ft. on Each Floor:_____

Height:_____

Total Floor Area:_____

Retail Space:_____

Assembly Space:_____

Office Space:_____

Industrial Space:_____

Seating Capacity:_____

10. Required and Proposed Parking

Required number of parking spaces:_____

Typical angle of parking spaces:_____

Typical width of maneuvering lanes:_____

Location of parking on site:_____

Location of parking off site:_____

Number of light standards in parking area:_____

Screenwall material:_____

Proposed number of parking spaces:_____

Typical size of parking spaces:_____

Number of spaces <180 sq. ft.:_____

Number of handicap spaces:_____

Shared parking agreement? _____

Height of light standards in parking area:_____

Height of screenwall:_____

11. Landscaping

Location of landscape areas:_____

Proposed landscape material:_____

12. Building Lighting

Number of light standards on building:_____

Size of light fixtures (L•W•H):_____

Maximum wattage per fixture:_____

Light level at each property line:_____

Type of light standards on building:_____

Height from grade:_____

Proposed wattage per fixture:_____

13. Maximum Signage Allowance Calculation

Building Frontage (in feet):_____

Maximum Sign Area Allowed:_____

Sign Area Proposed:_____

Maximum Sign Area = 1 square foot (1.5 for Woodward addresses) per each linear foot of principal building frontage.

14. Location of Proposed Signs

15. Number of Sign(s)

Wall: _____
Ground: _____
Projecting (Blade): _____

Canopy: _____
Building Name: _____
Post-Mounted Projecting: _____

16. Sign Size, Material & Content

Sign #1

Type of Sign: _____
Width: _____
Depth: _____
Height: _____
Total Square Feet: _____
Height of Lettering: _____
Height from Grade: _____

Projection from Wall: _____
Sign Reads: “ _____ ”

Sign Materials: _____

Sign Color(s) (including PMS color #): _____

Sign #2

Type of Sign: _____
Width: _____
Depth: _____
Height: _____
Total Square Feet: _____
Height of Lettering: _____
Height from Grade: _____

Projection from Wall: _____
Sign Reads: “ _____ ”

Sign Materials: _____

Sign Color(s) (including PMS color #): _____

Sign #3

Type of Sign: _____
Width: _____
Depth: _____
Height: _____
Total Square Feet: _____
Height of Lettering: _____
Height from Grade: _____

Projection from Wall: _____
Sign Reads: “ _____ ”

Sign Materials: _____

Sign Color(s) (including PMS color #): _____

17. Existing Signs Located on Property

Number of Signs: _____
Sign Type(s): _____

Square Feet per Sign: _____
Total Square Feet of Existing Signage: _____

18. Sign Lighting

Type of Lighting Proposed: _____
Size of Light Fixtures (LxWxH): _____
Maximum Wattage per Fixture: _____
Location: _____

Number Proposed: _____
Lighting Height from Grade: _____
Proposed Wattage per Fixture: _____
Style (include specifications): _____

19. Landscaping (ground signs only)

Location of Landscape Areas: _____

Proposed Landscape Material: _____

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan. The undersigned further states that they have reviewed the procedures and guidelines for site plan review in Birmingham, and have complied with same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

Signature of Owner: _____ **Date:** _____

Print Name: _____

Signature of Applicant: _____ **Date:** _____

Print Name: _____

Signature of Architect: _____ **Date:** _____

Print Name: _____

Office Use Only

Application #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Accepted by: _____



CONSENT OF PROPERTY OWNER

I, _____, OF THE STATE OF _____ AND
(Name of property owner)
COUNTY OF _____ STATE THE FOLLOWING:

1. That I am the owner of the real estate located at _____;
(Address of affected property)
2. That I have read and examined the Application made to the City of Birmingham
by: _____;
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the
Application made to the City of Birmingham.

Dated: _____

Owner's Name (Please Print)

Owner's Signature



PRELIMINARY or FINAL HISTORIC SIGN/ DESIGN REVIEW APPLICATION CHECKLIST - PLANNING DIVISION

Applicant: _____ Case #: _____ Date: _____

Address: _____ Project: _____

All site plans and elevation drawings prepared for approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Birmingham. If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording. Plans must be no larger than 24" x 36", and must be folded and stapled together. The address of the site must be clearly noted on all plans and supporting documentation.

Final Site Plan

A full site plan detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- ___ 1. Name and address of applicant and proof of ownership;
- ___ 2. Name of Development (if applicable);
- ___ 3. Address of site and legal description of the real estate;
- ___ 4. Name and address of the land surveyor;
- ___ 5. Legend and notes, including a graphic scale, north point, and date;
- ___ 6. A separate location map;
- ___ 7. A map showing the boundary lines of adjacent land and the existing zoning of the area proposed to be developed as well as the adjacent land;
- ___ 8. Ariel photographs of the subject site and surrounding properties;
- ___ 9. A list of all requested elements/changes to the site plan;
- ___ 10. Any changes requested marked in color on the site plans and on all elevations of any building(s)
- ___ 11. A chart indicating the dates of any previous approvals by the Planning Board, Board of Zoning Appeals, Design Review Board, or the Historic District Commission ("HDC");
- ___ 12. General description, location, and types of structures on site;
- ___ 13. Details of existing or proposed lighting, signage and other pertinent development features;
- ___ 14. Elevation drawings showing proposed design;
- ___ 15. Screening to be utilized in concealing any exposed mechanical or electrical equipment and all trash receptacle areas;
- ___ 16. Location of all exterior lighting fixtures;
- ___ 17. A landscape plan showing all existing and proposed planting and screening materials, including the number, size, and type of plantings proposed and the method of irrigation; and
- ___ 18. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.

Elevation Drawings

Complete elevation drawings detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- ___ 19. Color elevation drawings showing the proposed design for each façade of the building;
- ___ 20. List of all materials to be used for the building, marked on the elevation drawings;
- ___ 21. Elevation drawings of all screenwalls to be utilized in concealing any exposed mechanical or electrical equipment, trash receptacle areas and parking areas;
- ___ 22. Details of existing or proposed lighting, signage and other pertinent development features;
- ___ 23. A list of any requested design changes;
- ___ 24. Itemized list of all materials to be used, including exact size specifications, color, style, and the name of the manufacturer;
- ___ 25. All items listed on the [Sign Review Presentation Requirements](#);
- ___ 26. Location of all exterior lighting fixtures, exact size specifications, color, style and the name of the manufacturer of all fixtures, and a photometric analysis of all exterior lighting fixtures showing light levels to all property lines; and
- ___ 27. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.

Sign Review Presentation Requirements

Two (2) sets of photos and plans (stapled together and folded) must be submitted for Board members.

- 1. Color minimum 8 ½” x 11” photo of existing building without proposed signage**
- 2. Scaled color rendering or minimum 8 ½” x 11” photo of building with signage showing:**
 - a. Length of building
 - b. Height above grade of sign(s)
 - c. Sign height and width (letters, logo and/or background)
 - d. Dimensions from sign to each end of the building or tenant space
 - e. Dimensions from sign to the top and bottom of sign band
 - f. Location of all existing and proposed lighting fixtures
 - g. A landscape plan showing all existing and proposed planting and screening materials (for ground signs only)
 - h. Site plans showing location of sign(s) (ground signs only)
 - i. Any existing signage with dimensions
- 3. Color measured drawing of sign**
 - a. Height and width of background, letters and logo
 - b. PMS color numbers
 - c. Sign materials
 - d. Cut view of sign showing:
 - i. Thickness of sign background and/or letters (letters must be a minimum ¼” thick)
 - ii. Electrical details
 - iii. Mounting details
- 4. Lighting information:**
 - a. Cut sheet of proposed lighting including:
 - i. Exact fixture size specifications
 - ii. Fixture color
 - iii. Fixture style
 - iv. Bulb type and wattage
 - v. Manufacturer
- 5. Color minimum 8 ½” x 11” photos of adjacent buildings**
- 6. Foam core presentation board:**
 - a. Approximately 24” x 36”
 - b. Attach all above pictures and plans
 - c. Attach material samples

***No painted signs allowed



Notice Signs - Rental Application Community Development

1. Applicant

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

Property Owner

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

2. Project Information

Address/Location of Property: _____
any: _____
Name of Development: _____
Area in Acres: _____

Name of Historic District site is in, if
Current Use: _____
Current Zoning: _____

3. Date of Board Review

Board of Building Trades Appeals: _____ Board of Zoning Appeals: _____
City Commission: _____ Design Review Board: _____
Historic District Commission: _____ Housing Board of Appeals: _____
Planning Board: _____

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to post the Notice Sign(s) at least 15 days prior to the date on which the project will be reviewed by the appropriate board or commission, and to ensure that the Notice Sign(s) remains posted during the entire 15 day mandatory posting period. The undersigned further agrees to pay a rental fee and security deposit for the Notice Sign(s), and to remove all such signs on the day immediately following the date of the hearing at which the project was reviewed. The security deposit will be refunded when the Notice Sign(s) are returned undamaged to the Community Development Department. Failure to return the Notice Sign(s) and/or damage to the Notice Sign(s) will result in forfeiture of the security deposit.

Signature of Applicant: _____ Date: _____

Office Use Only

Application #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Reviewed by: _____



Fee Schedule

Administrative Approval	\$100.00
Board of Zoning Appeals* <ul style="list-style-type: none"> • Single Family Residential • All Others 	\$310 \$510
Community Impact Study Review*	\$2,050
Design Review*	\$350
Lot Division*	\$200 / parcel affected
Historic District Review* <ul style="list-style-type: none"> • Single Family Residential District • All other zone districts 	No charge \$350
Public Notice Sign	\$100 / refundable deposit \$50 fee
Site Plan Review* <ul style="list-style-type: none"> • R4 through R8 zone district • Nonresidential districts 	\$850 plus \$50 per dwelling unit \$1050 plus \$50 per acre or portion of acre
Special Land Use Permit* <ul style="list-style-type: none"> • Plus Site Plan Review • Plus Design Review • Plus Publish of Legal Notice • Plus sign rental and deposit 	\$800 \$1050 \$350 \$450 \$150 Total fee: \$2800
Special Land Use Permit Annual Renewal Fee	\$200.00
Temporary Use Permit	\$100
Zoning Compliance Letter	\$50

The fees for design review, site plan review, historic district review and special land use permits shall be double the listed amounts in the even the work is commenced prior to the filing of an application for review by the City of Birmingham.

Ordinance No. 1751 (Appendix A, Section 7.38 of the Birmingham City Code)



CITY OF BIRMINGHAM CHAPTER 127 - HISTORIC DISTRICT ORDINANCE

1.11 DESIGN REVIEW STANDARDS AND GUIDELINES

In reviewing plans, the Commission shall follow the U.S. Secretary of the Interior's *Standards for Rehabilitation* and guidelines for rehabilitating historic buildings as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the Commission may be followed if they are equivalent in guidance to the Secretary of Interior's *Standards* and guidelines and are established or approved by the State Historic Preservation Office of the Michigan Historical Center.

The U. S. Secretary of the Interior Standards for Rehabilitation are as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

In reviewing plans, the Commission shall also consider all of the following:

1. The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
2. The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
3. The general compatibility of the design, arrangement, texture, and materials proposed to be used.
4. Other factors, such as aesthetic value, that the commission finds relevant.
5. Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

The Commission shall have the responsibility to review proposed projects on all properties within a designated historic district (both historic and non-historic resources). Upon completion of their review, the Commission will: issue a Certificate of Appropriateness; prepare a notice to proceed; or deny the proposed project, as determined by a majority vote.