

Signs Review Process

Important: This is a general flow diagram of the process: refer to Township Zoning Ordinance, which can be found on the Tuscola Township website, for details. The Ordinance contains additional requirements, not listed here.

Step 1: Applicant determines type of sign under consideration (refer to Zoning Ordinances 7.03, 7.04, and Definitions 2-15 through 2-18). Does sign require a permit and approval by Planning Commission?

- No, for categories listed in Section 7.03. These signs are largely used for other than commercial businesses. Many do identify specific requirements in the related zoning ordinance.
- No, if the size and location of the sign does not change; only the sign content is changed.
- Yes, for all signs described in Section 7.04.
- Some sign elements are not permitted at all in Tuscola Township. Refer to Sections 7.07 and 7.11.

Step 2: Applicant completes and presents to Tuscola Township Zoning Administrator a sign permit application, along with a set of drawings for the sign, and payment of the sign permit fee. (Zoning Ordinances 7.04, through 7.10)

In order for Planning Commission to approve the sign, drawings must include each element listed in Section 7.10 A 2 and 3.

Step 3: Zoning Administrator presents the application and drawings to the Planning Commission (Zoning Ordinance 7.10 A) .

Step 4: Planning Commission reviews application and drawings for its determination of compliance with the relevant ordinances, indicating any required changes. If no changes are required, Planning Commission approves, and Zoning Administrator issues sign permit.

Step 5: Any changes required to drawings: Applicant submits revised drawings to Planning Commission for its determination of compliance.