



SIGN BOARD OF APPEALS

**Planning & Zoning Dept. – City Hall
301 Washington Ave • Suite 211 • Bay City • MI 48708**

www.baycitymi.org • 989-894-8179 • smckillop@baycitymi.org

Case No. _____

Regular Fee: **\$250.00**

Special Meeting Fee: **\$600.00**

Payment Received: _____

APPLICATION INFORMATION *****

Please Note: Provide copies of all documents and other evidence that provide the basis for your request. Incomplete applications cannot be accepted for processing.

The Sign Board of Appeals has the authority to:

1. Modify or reverse, in whole or in part, the notice or order of the city’s code official.
2. Grant an extension of time for the performance of any act required of not more than three additional months where the Sign Board of Appeals finds: 1) there is practical difficulty or undue hardship connected with the performance of any act required by the city’s sign regulations, or by rules or regulations issued pursuant thereto; and 2) such extension is in harmony with the purpose of the sign regulations to secure the public health, safety and welfare.
3. Grant exceptions from the sign regulations only in cases involving unique circumstances when the evidence in the record of the appeal supports all of the following affirmative findings:
 - a. The alleged circumstances warranting an exception are exceptional and peculiar to the property of the person requesting the exception, and result from conditions which do not exist generally throughout the city.
 - b. The alleged consequences resulting from a failure to grant the exception include substantially more than mere inconvenience, or mere inability to attain a higher financial return.
 - c. The exception will result in substantial justice being done and will not be contrary to the purpose of the city’s sign regulations, the public benefits intended to be secured by those regulations, the individual hardships that will be suffered by a failure of the board to grant an exception, and the rights of others whose property would be affected by the exception.
 - d. The above findings of fact shall be made by the board of appeals, which is not empowered to grant an exception without an affirmative finding of fact in each of the categories above. Every finding of fact shall be supported in the record of the proceedings.
4. Interpret the sign regulations in a manner consistent to their intent and purpose.

Meetings

The Sign Board of Appeals meets on the second Tuesday of each month at 7:00 p.m. in the City Commission Chambers at City Hall.

Applications, applicants’ supporting documentation and filing fees must be submitted not less than 21 days before the Sign Board of Appeals meeting at which an application will be considered.

The Sign Board of Appeals cannot amend the city’s sign regulations, or significantly add to the types of signs permitted on any premises.

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Address of Property

Street Address: _____

Applicant

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____

Property Owner (required if applicant does not own the property)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____

I/we shall comply with all provisions of Chapter 122 (Zoning) of the City of Bay City Code of Ordinances pertaining to the processing and disposition of this application. All information submitted with this application is true and accurate to the best of my/our knowledge and belief.

Applicant Name (printed)

Signature

Date

Property Owner Name (printed)

Signature

Date

Name and signature of property owner is required if the applicant does not own the property subject to this application.

Staff Use Only

Application accepted by:

Staff signature

Date