



VILLAGE OF BIRCH RUN
12060 Heath Street, PO Box 371
Birch Run, Michigan 48415
Ph # (989) 624-5711 Fax # (989) 624-9681

SIGN BOARD OF APPEALS (SBA)
Application for a Variance or Interpretation

Fee: \$495.00 Non-Refundable

Section I: Applicant Information

Name: _____

Address: _____

Phone Number: () _____

Section II: Property Owner Information (If not applicant)

Name: _____

Address: _____

Phone Number: () _____

Section III: Property Information

Parcel ID #: _____

The property in question is located at _____, _____,

being legally described as: _____

Section IV: Previous Appeal

A previous appeal has () or has not () been made with respect to this property and this matter.

If yes, previous case number was _____ dated _____, _____.

(To be completed by the Building Official)

Decision on previous appeal: _____

Section V: Reason(s) for Application (Please check)

Variance or Interpretation

- ☐ Any person allegedly aggrieved by a decision or interpretation of the building official or code enforcement officer relative to the placement, area, height and construction of a sign.
- ☐ Whenever the strict application of requirements from this ordinance may pose a demonstrable hardship or practical difficulty with regard to placement, area, height and construction of a sign.

Specifically state your request under this section (Attach additional documentation deemed pertinent): _____

Section VI: Authorization to Access Property

I (we), the legal owners of the property described in Section II above, do hereby grant the members of the Sign Board of Appeals and the Village of Birch Run's employees or their agents or representative permission to access and review the site for the purpose of this appeal.

_____ Signature of Property Owner	_____ Date
_____ Printed Name of Property Owner	_____ Date

Section VII: Execution of Application

I (we), the above-named applicant(s), hereby make the aforementioned appeal to the Village of Birch Run Sign Board of Appeals in accordance with Chapter 155: Sign and Outdoor Advertising in the Village of Birch Run Code of Ordinances.

_____	_____
Signature of Applicant	Date

_____	_____
Printed Name of Applicant	Date

Section VIII: Representation at Public Hearing

I (we), the above-named applicant(s) cannot personally appear before the Sign Board of Appeals; and such, authorize _____ to be my (our) representation for the aforementioned appeals.

_____	_____
Signature of Applicant	Date

_____	_____
Printed Name of Applicant	Date

I have read the above application and understand that once the Sign Board of Appeals meeting has been scheduled, the administrative fee will not be refunded under any circumstances.

Signature: _____ Date: _____

For Office Use Only

Date Received: _____

Fee Received: _____ Ck #: _____

Case Number: _____

Public notice placed in _____ (Newspaper) on _____.

Posted in Public Locations:

Notice mailed to property owners within 300 ft (Attach list of property owners) on:
_____, 20_____.

Sign Classification: _____

Action by SBA: _____

_____.