



City of Bloomfield Hills

45 E. Long Lake Road

Bloomfield Hills, Michigan 48304-2322

Phone (248) 644-1520 Fax (248) 644-4813

www.bloomfieldhillsmi.net

REQUEST FOR AUTHORIZATION FOR USE OF A TEMPORARY SIGN

APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III & IV

I. APPLICANT / ORGANIZATION	
ORGANIZATION'S NAME:	ADDRESS:
CONTACT PERSON:	TELEPHONE NUMBER: ()
CITY / ZIP CODE:	E-MAIL ADDRESS:
II. SIGN INFORMATION	
A. Location of Sign:	
ADDRESS:	
REQUESTED START DATE:	DATE OF SIGN REMOVAL:
B. Sign Announcement:	
MESSAGE:	
C. Sign Elements:	
DIMENSIONS:	CONSTRUCTION MATERIAL:
Temporary Sign Restrictions	
You must abide by the following regulations when using and/or requesting a temporary sign:	
<ul style="list-style-type: none">• Only one sign is allowed per organization, event and/or announcement.• The maximum time frame for the sign to be erected is two weeks.• Signs cannot be located in the right of way, signs must be setback at least 20 feet from the edge of the road,• Signs cannot exceed 24 square feet and must be constructed of wood or a non-combustible material.• Temporary signs shall have a black background with gold lettering.• Please attach a sketch or copy of the sign (1/4" scale).	
The sign must be placed on private property with written approval from the property owner.	
III. APPLICANT'S SIGNATURE (Provide copy of state approved photo id)	
SIGNATURE:	DATE:
IV. PROPERTY OWNER'S APPROVAL SIGNATURE (Provide copy of state approved photo id)	
SIGNATURE:	DATE: