

**APPLICATION FOR SIGN PERMIT** (Please Print)

**Permit No.** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

(Name of property owner or business representative)

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**NAME OF BUSINESS WHERE SIGN ERECTED** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**LOCATION OF SIGN** Street Name & Number \_\_\_\_\_

**ZONING DISTRICT** \_\_\_\_\_

**TYPE OF PERMIT:**  **PERMANENT**  **TEMPORARY \* (Maximum 7 Days)**

If temporary permit, indicate first day of use \_\_\_\_\_ final day of use \_\_\_\_\_

**TYPE OF SIGN:**  **WALL SIGN(S)** Building Frontage \_\_\_\_\_ ft.

SIGN (1) Area \_\_\_\_\_ Sq. Ft. Height to bottom of sign \_\_\_\_\_ ft.

SIGN (2) Area \_\_\_\_\_ Sq. Ft. Height to bottom of sign \_\_\_\_\_ ft.

SIGN (3) Area \_\_\_\_\_ Sq. Ft. Height to bottom of sign \_\_\_\_\_ ft.

**AWNINGS & CANOPIES** Building Frontage \_\_\_\_\_ ft.

Sign area \_\_\_\_\_ Sq. Ft. Nameplate below Canopy \_\_\_\_\_ Sq. Ft.

Height to bottom of Awning or Canopy \_\_\_\_\_ Ft. Setback from curb \_\_\_\_\_ Ft.

**WINDOW SIGN(S)** Bldg. Frontage \_\_\_\_\_ Sq. Ft. Tot. Window Area \_\_\_\_\_ Sq. Ft. Sign Area \_\_\_\_\_ Sq. Ft.

**DIRECTORY SIGNS** Number of building tenants \_\_\_\_\_

Total sq. ft. of sign area \_\_\_\_\_ Sq. Ft. Total Wall Sign Area=Total of all of the above \_\_\_\_\_ Sq. Ft.

**PROJECTING SIGN** Building Frontage \_\_\_\_\_ ft. Sign area \_\_\_\_\_ Sq. Ft.

Height to bottom of sign \_\_\_\_\_ ft. Setback from curb \_\_\_\_\_ ft.

**FREE STANDING SIGNS:** Lot width \_\_\_\_\_ ft.

**GROUND (monument) SIGN** Sign area \_\_\_\_\_ Sq. Ft. Height to top \_\_\_\_\_ ft.

Sideyard setback \_\_\_\_\_ ft. Setback from street R.O.W. \_\_\_\_\_ ft.

**POLE SIGN** Sign area \_\_\_\_\_ Sq. Ft. Height to top \_\_\_\_\_ ft.

Sideyard setback \_\_\_\_\_ ft. Setback from street R.O.W. \_\_\_\_\_ ft.

Height to bottom of sign \_\_\_\_\_ ft.

**INCIDENTAL SIGNS:**

**BANNERS** Number of signs \_\_\_\_\_ Total area \_\_\_\_\_ Sq. Ft.

**Other Type** \_\_\_\_\_ Number of signs \_\_\_\_\_ Total area \_\_\_\_\_ Sq. Ft.

Applicants shall provide a site plan and other signage plans, sign sketches, etc. in sufficient detail to show the location and size of all existing and proposed signs in relation to street R.O.W., property lines, buildings, above ground utilities, etc., with accurate dimensions, plans for means of attachment or support, and proposed method of lighting, if applicable. Before digging or boring holes for the erection of any freestanding sign, the applicant should check with local utility companies for location of buried facilities. **NOTE:** It should be understood that Village approval for sign permit does not waive the applicant's responsibility for compliance with all applicable building and electrical codes of Richland County and/or the State of Ohio.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Based upon the above information a sign permit is:  **Permanent**

**Temporary**

**Approved**

**Disapproved**

\_\_\_\_\_  
**Zoning Inspector**

\_\_\_\_\_  
**Date**