



Application for Sign Permit

Building Department Hours
8am to 3pm Monday through Friday
440-235-4225

Permit No. _____ **Date Issued** _____

Application No. _____
Permit Fee: _____ Date Filed _____
State Fee: _____ Date Accepted _____

(Complete a separate application for each sign. File copies with the Township Zoning Inspector)

Applicant's Name _____
Address _____ Phone _____
Email: _____

Landowner _____
Address _____ Phone _____
Interest of applicant if other than
owner _____

Location of Parcel:
Address _____
Permanent Parcel Number _____
Zoning Classification _____ Existing Land Use _____

Type of Sign (check all that apply) *:

Permanent Freestanding Instructional Temporary Front Wall Identification
 Illuminated Inflatable Window Directional Other

*Refer to summary of sign regulations attached to this form

Sign, Height, Size and Setback measurements:

Sign Height _____
Sign Face: Width _____ Length _____ Area _____ sq. ft.
Front Setback (distance from the right-of-way) _____
Side Setback (distance from the right-of-way or property line) _____

Total Number of existing signs on site: _____ Freestanding _____ Wall _____ Other _____

Total Site Signage:

Length of building frontage: _____ feet
Sum of the areas of all existing signs: _____ square feet
Area of proposed sign: _____ square feet
Total area of existing and promoting signs: _____ square feet



The following information must be included in this submission:

- Three copies, either drawing or photo, depicting the actual colors of the building and sign.
- Three copies, either drawing or photo, on an eight and one half by eleven-inch (8 ½ /11) sheet, to be used for reproduction.
- A complete building sketch or photograph showing the location of the sign and its relationship to the building, the site, the adjacent parcels and parking lots, drives and sidewalks.
- Detailed drawings of the sign, including sign, content, style of lettering, logo and other graphic features, colors of the applied lettering and background, and materials of the sign and the frame or structure.
- Construction, erection or fastening details.
- A fee of \$50 shall be accompanied with sign application. Fee will be put towards any additional costs associated with sign permit.
- **If sign exceeds the requirements of Olmsted Township Zoning Regulations Section 320, the applicant will have to request a hearing for Variance with the Olmsted Township Board of Zoning and Appeals.**

Signature of Applicant _____ Date _____

(Do Not Write in Space Provided Below)

Action _____ Date _____

Approved _____ Denied _____ The sign(s) subject of this application, upon approval, will be inspected by the Township Zoning Inspector to determine compliance with Chapter 320 of the Olmsted Township Zoning Resolution, and any specific conditions created as part of the approval of this application.

Chairman Signature _____

Result of Inspection:

Approve Deny

Date _____

Remarks

Summary of Sign Regulations

Temporary Signs

Permits are not required for temporary signs used for single-family dwellings, such as garage sale signs, provided that all applicable sign requirements defined in the Zoning Resolution are complied with. All other temporary signs require a permit prior to use. Temporary signs shall not exceed a 30-day period, and the starting and ending dates for the use of a temporary sign must be included on this application. Further requirements for temporary signs are outlined in Section 320.07 of the Zoning Resolution.



Signs Exempt from Regulation

The following is a list of signs that are EXEMPT from regulation under the Zoning Resolution:

1. Any public notice or warning required by a valid and applicable federal, state or local law, regulation or resolution
2. Any sign inside a building, not attached to a window or door that is not legible from a distance of more than three feet beyond the building in which the sign is located.
3. Works of art that do not include a commercial message.
4. Religious and other holiday lights and decorations containing no commercial message when displayed during the appropriate time of the year.
5. Flags of the United States, the state, foreign nations having diplomatic relations with the United States, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction. These flags must be flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes. Any flag not meeting these conditions shall be considered a sign and shall be subject to regulations as such.