



CITY OF SIDNEY

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APPLICATION FOR A SIGN PERMIT

I. Applicant Information

Name of Property Owner _____ Telephone No. _____

Address _____

Name of Contractor _____ Telephone No. _____

Address _____

Contact Person _____ **Telephone No.** _____

II. Sign Information

Business Name _____

Location/Address of Sign _____

Existing Use of Property _____

Sign Type: () Attached () Detached () Interstate () Advertising (off site)

Sign Size _____ x _____ = _____ sq. ft. Height _____ ft. Electric? yes _____ no _____

Replace Existing Sign? yes _____ no _____ State Permit # (if applicable) _____

APPLICATION MUST INCLUDE PLOT PLAN SHOWING PLACEMENT OF PROPOSED SIGN IN RELATIONSHIP TO CLOSEST PROPERTY LINE(S) AND BUILDING(S). APPLICATION MUST ALSO SHOW PROPOSED SIGN DIMENSIONS, INCLUDING HEIGHT FROM GROUND.

III. Applicant Certification

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ATTACHMENTS ARE ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO ACKNOWLEDGE THAT PROVIDING INNACURATE INFORMATION ON THIS APPLICATION OR ATTACHMENTS MAY INVALIDATE THE APPLICATION OR SUBSEQUENTLY APPROVED PERMIT.

Signature of Applicant

Date

<i>For Office Use Only</i>		
PERMIT NUMBER _____	DATE FILED _____	FEE \$ _____
APPROVED PER SECTION(S) _____		DATE _____
BY _____	TITLE _____	

What paperwork is required to apply for a permanent sign permit?

- 1) The sign permit application, which can be obtained from the Planning Department (937) 498-8131;
- 2) A simple plot plan, drawn to scale, showing the proposed sign location in relationship to property lines, buildings and structures located on the property; and
- 3) An elevation drawing (sometimes referred to as a cross-section) that shows the sign height and size from ground level.

What are the size limitations for a permanent business sign? Generally, freestanding signs cannot exceed 100 square feet in area for each side of a two-sided sign, nor can the total height exceed twenty-five (25) feet (refer more specific questions to Planning Department staff). Generally, attached (wall) signs cannot exceed three square feet for each linear foot of building frontage (facing the street).

Where can I place a permanent business sign? Such signs can usually be placed anywhere on the property grounds or wall of a building that does not interfere with required off-street parking, pedestrian traffic, or where it would adversely affect traffic visibility; such signs cannot be placed anywhere in the public right-of-way (refer more specific questions to Planning Department staff).

How many permanent business signs can I have on my property? Generally, only one. However, some properties are allowed more than one depending on property size and location in relationship to streets (refer more specific questions to Planning Department staff).

How must the property be zoned? Generally, any property not used as a residential dwelling can have a permanent business sign (refer more specific questions to Planning Department staff).

What is the fee for a permanent business sign permit? \$25.00, plus 10 cents for each square foot of sign area - only one sign side is counted in computation. For example, a 75 square foot sign would be charged \$25.00, plus \$7.50 (75 x 10 cents), for a total of \$32.50. Not-For-Profit organizations, i.e. churches, schools, YMCA, are not charged permit fees (refer more specific questions to Planning Department staff).