



CITY OF SIDNEY

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APPLICATION FOR A SIGN PERMIT

I. APPLICANT INFORMATION

Applicant is: [ ] Property Owner [ ] Sign Contractor [ ] Other
Name of Property Owner Telephone No.
Mailing Address
Name of Contractor Telephone No.
Mailing Address
Name of Contact Person Telephone No.

II. SIGN INFORMATION

Business Name
Location/Address of Sign
Previous Business Name (If Applicable):
Sign Type: [ ] Attached [ ] Detached [ ] Interstate [ ] Advertising (off site) [ ] Directional (Enter/Exit)
Sign Size L x W = sq. ft. Projecting Dimension (from wall) in. Height from grade ft.
Electric? [ ] Yes [ ] No Replace Existing Sign? [ ] Yes [ ] No
If sign is attached, Building/ Storefront Height x Width
Sign Materials (specifications sheet is acceptable)

III. APPLICATION MUST BE ACCOMPANIED BY (check all that apply)

- [ ] Plot plan showing placement of proposed sign in relationship to closest property line(s) and building(s).
[ ] Elevation drawing showing location and size of the sign in relationship to the facade if the sign is to be attached to a building.
[ ] Application must include proposed sign dimensions, including total height from ground.
All site plans and elevations must be drawn to scale.

IV. 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

For Office Use Only
APPLICATION NUMBER PERMIT NUMBER FEE \$
DATE FILED APPROVED PER SECTION(S)
RECEIPT NUMBER PARCEL NUMBER ZONING
BY TITLE

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

- 1) The sign permit application, which can be obtained from the Community Services Department (937) 498-8131; or the GIS Department at (937) 498-8744
- 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.
- 4) Sign details such as fastenings, projection dimensions, etc.

***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 Community Services or GIS 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 Community Services or GIS 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 Community Services or GIS 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 Community Services or GIS 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 Community Services or GIS Department staff).

NOTE: CONTACT STATE OF OHIO, BOARD OF BUILDING STANDARDS FOR ALL BUILDING/ ELECTRIC PERMITS AT (614) 644-2613.