



# City of Canal Winchester

36 South High Street  
Canal Winchester, Ohio 43110

Development Department  
Phone (614) 837-7501 Fax (614) 837-0145

## SIGN PERMIT APPLICATION

rev. 6/21/2010

### PROPERTY OWNER

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Will the requested sign(s) replace any existing signs? Yes \_\_\_\_ No \_\_\_\_

Submit all required materials per the included attachment. The Planning and Zoning Administrator may require additional information to determine compliance with the zoning code.

I am requesting the following type of signs:		
_____ Wall	_____ Free Standing	_____ Comprehensive Development
_____ Directional	_____ Temporary (Banner, Portable, Construction, Air Actuated)	

**I certify that the information provided with this application is correct and accurate to the best of my ability.**

\_\_\_\_\_  
**Property Owner's or Authorize Agent's Signature**

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

*DO NOT WRITE BELOW THIS LINE*

Date Received: \_\_\_ / \_\_\_ / \_\_\_\_\_

Fee: \$ \_\_\_\_\_  
Paid

Historic District: \_\_\_ Yes \_\_\_ No

Preservation Area: \_\_\_ Yes \_\_\_ No

Date of Action: \_\_\_ / \_\_\_ / \_\_\_\_\_

Application \_\_\_ No

Expiration Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Approved: \_\_\_ Yes

\_\_\_ Yes, with conditions

Tracking Number: SP- \_\_\_\_\_

## **Sign Permit Application Attachment**

### Required Materials

Submit 2 sets of drawings, 3 sets if a commercial project, of the requested sign(s) including the following:

- The location of all existing and proposed sign(s) on the subject property along with all structures
- Colors of the proposed sign(s) (including black and white)
- A scaled elevation drawing of the proposed sign(s) indicating the width and height of the display area, sign text (including text height), and the total area of each sign

### Building Code Requirements per Ohio Building Code Section 3107.1.1

Construction documents for signs shall be submitted for approval in accordance with the provisions of Chapter 1. The application for approval shall be accompanied by the written consent of the owner or lessee of the property upon which the sign is to be erected. Exceptions to Section 3107.1.1: 1) signs painted directly on the building surfaces; 2) temporary signs; 3) signs erected by federal, state and local transportation authorities; 4) signs not more than 2.5 sq. ft. in area; 5) signs required in accordance with the provisions of Chapter 11; 6) signs undergoing minor repairs in accordance with Section 105.2