

File No. \_\_\_\_\_ Sign Permit No. \_\_\_\_\_ Bldg Permit No. \_\_\_\_\_ Fee: \_\_\_\_\_  
 Supersedes File No.(s) \_\_\_\_\_ or, none \_\_\_\_\_ Initials: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Check or Receipt #: \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
 FOR SIGNAGE**

City of Gahanna Zoning Division

Business Name \_\_\_\_\_ Submittal Date \_\_\_\_\_  
 Address of Site \_\_\_\_\_ Zoning District \_\_\_\_\_  
 Parcel ID# : \_\_\_\_\_  
 Owner/Representative \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ Phone: \_\_\_\_\_  
 City/ State/ Zip \_\_\_\_\_ Fax: \_\_\_\_\_

\*Sign Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City/ State/ Zip \_\_\_\_\_  
 Representative \_\_\_\_\_ Title \_\_\_\_\_  
 Special Information Regarding the Proposal \_\_\_\_\_

**Submission Requirements**

- (1) Applicant is required to complete the checklist on the following page.
- (2) Fee: \$35.00 one tenant building, \$50 for multi-tenant building.
- (3) Two (2) color copies of the plans are to be folded (NOT ROLLED) to 8 1/2 x 11 inch size prior to submission.
- (4) Submit a detailed list of materials.

Note: The Planning and Zoning Administrator may visit the site prior to the approval of the application.

- **NO SIGNAGE MAY BE ERECTED PRIOR TO OBTAINING APPROVAL FROM THE PLANNING AND ZONING ADMINISTRATOR.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL**

In accordance with Chapter 1165 of the Codified Ordinances of Gahanna, this certifies that this sign, as stated above, has been approved by the Gahanna Planning and Zoning Administrator on \_\_\_\_\_. The applicant shall comply with any conditions approved or set forth by the Planning and Zoning Administrator, and shall comply with all Building and Zoning regulations now in force.

Conditions: \_\_\_\_\_

Planning and Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

\*Note: All correspondence will be with the Sign Contractor above unless otherwise stated.

# SUBMITTAL REQUIREMENTS FOR SIGNAGE PROPOSALS

	Owner/Rep or Contractor	Planning & Zoning Administrator
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## I. GENERAL REQUIREMENTS

- |  |          |       |
|--|----------|-------|
| <p>A. All exhibits required for the permanent file (noted in the following paragraphs) must be able to be reduced to "legal size" (8 1/2" x 14) by folding, photo reduction, etc. (ALL PLANS ARE TO BE FOLDED BY APPLICANT PRIOR TO SUBMISSION.)</p>   | A. _____ | _____ |
| <p>B. Two color representations including the items listed in section II and/or III shall be submitted to the Planning &amp; Zoning Administrator.</p>   | B. _____ | _____ |
| <p>C. <b><u>2 Copies of the following photographs are required (any type of photograph is acceptable.);</u></b> (1) A wide-angle photograph of the entire lot (or as much of the lot as possible) that illustrates important features, e.g. signs already existing on the property ; (2) a photograph of the specific area of the proposed signage (a super-imposed picture of the proposed signage is strongly encouraged); (3) for strip centers—a photograph(s) that illustrate at least three tenant wall signs to the right and three tenant wall signs to the left of the proposed signage, in addition to a picture of the specific location of the proposed signage.</p> | C. _____ | _____ |
| <p>D. Pictures of signs similar in design to the proposed signage are optional.</p>  | D. _____ | _____ |

## II. FREE-STANDING GROUND SIGNS SUBMITTAL REQUIREMENTS

- |  |   |   |
|--|---|---|
| <p>A. Site Plan. A site plan is required containing the following information:</p> <ol style="list-style-type: none"> <li>1. Scale and north arrow;</li> <li>2. Address of site;</li> <li>3. All property and pavement lines;</li> <li>4. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate the traffic flow with directional arrows and indicate the location of directional signs and other motorist's aids (if any);</li> <li>5. Location of existing and proposed landscaping.</li> <li>6. Location and height of all existing (to remain) and proposed signs on the site. Show required setbacks for sign from property lines;</li> </ol> | <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>B. Material samples, color names and PMS numbers are required for all components.</p>   |   |   |

## III. WALL SIGN SUBMITTAL REQUIREMENTS

- |  |   |  |
|--|---|--|
| <p>A. Sign Drawing. A scaled drawing of each face of the proposed wall sign is required showing the following information:</p> <ol style="list-style-type: none"> <li>1. All size specifications, including the size of letters and graphics;</li> <li>2. Description of sign and frame materials and colors;</li> <li>3. Wall anchorage details (note: anchorage must be interior to the sign or camouflaged);</li> </ol> | <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> | <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>B. Elevation. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign.</p>   | B. _____  | _____                                  |
| <p>C. Material samples are required for all components.</p>  | C. _____  | _____                                  |



CITY OF GAHANNA

Agreement to Construct as Approved

Your signature below affirms that, as the contractor/applicant \_\_\_\_\_  
(Please print Contractor/Applicant Name)

\_\_\_\_\_ for \_\_\_\_\_,  
(Business Name and/or Address)

the above named project will be built as approved and specified by the City of Gahanna Planning & Zoning Administrator (or Designee). As the contractor or applicant, you also agree that any proposed change to the approved plans must be reported to the Planning and Zoning Administrator. Significant changes to the project, as determined by the Planning and Zoning Administrator, must be approved.

Contractor/Applicant Name \_\_\_\_\_  
(Please sign)

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Date)

Stamp/Seal

# MATERIAL LIST

Item	Manufacturer Name	Color Name	Color Number
Awnings			
Brick			
Gutters and Downspouts			
Lighting			
Roofing			
Siding			
Signs			
Stucco			
Trim			
Windows			