

## TEMPORARY SIGN PERMIT APPLICATION

*PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administrator.*

Project/Property Address or Location of sign:		Project Name/Business Name (if applicable):	
Parcel ID No.(s)		Current Zoning:	
Proposed sign placement on property:		Proposed sign installation date:	
<b>TYPE OF TEMPORARY SIGN:</b>	Flying or Feather Banner; Attention Flag (15 sq ft max.; max 6 ft tall; 2 per street frontage) <input type="checkbox"/>	Portable A-Frame/T-Frame Sign (8 sq ft max; 1 sign) <input type="checkbox"/>	Wall Sign (16 sq ft max; 1 sign) <input type="checkbox"/>
Freestanding Sign (6 sq ft max; 2 per street frontage) <input type="checkbox"/>	Pennant Banner <input type="checkbox"/>	Promotional Banner (40 sq ft max; 1 banner) <input type="checkbox"/>	Window Sign (not to exceed 25% of aggregate window space) <input type="checkbox"/>
Sign Dimensions (LxWxH):		Overall height installed:	
Sign Material(s):		Background Color:	
Anchoring Description:		Letter Color:	
<b>APPLICANT</b> Name (primary contact) do <u>not</u> use a business name:		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name (if applicable):			
<b>PROPERTY OWNER</b> Name: (if different from Applicant)		Property Owner Contact Information (phone no./email):	

STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review/Compliance with Gahanna Code <a href="#">Section 1165.07</a> (visit <a href="http://www.municode.com">www.municode.com</a> )				
	2. A sketch or photograph of the proposed temporary sign				
	3. Application & all supporting documents submitted in digital format				
	4. Application & all supporting documents submitted in hardcopy format				

**APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED**

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the sign as described, if approved, will be completed in accordance with the conditions and terms of that approval.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, the owner or authorized owner's representative of the subject property listed on this application, hereby grant permission for the construction, operation, maintenance, modification, or display of the proposed sign or sign structure as described in this application.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNAL USE

ZONING FILE NO. _____	RECEIVED: _____	DATE: _____	(NO FEE)
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**NO SIGN MAY BE INSTALLED PRIOR TO OBTAINING APPROVAL FROM THE  
PLANNING & ZONING ADMINISTRATOR**

INTERNAL USE

# TEMPORARY SIGN PERMIT APPROVAL

In accordance with Section 1165.07 of the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that the temporary sign, as submitted on the application, was approved by \_\_\_\_\_ on \_\_\_\_\_ . The applicant shall comply with any conditions approved and shall comply with all building and zoning regulations of the City of Gahanna.

Site Location/Address: \_\_\_\_\_ Permit No. \_\_\_\_\_

CONDITIONS: **NO SIGN MAY BE PLACED IN THE PUBLIC RIGHT-OF-WAY**

The temporary sign must be removed by: \_\_\_\_\_

Planning & Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_