



ZONING DIVISION  
 200 S. Hamilton Road  
 Gahanna, Ohio 43230  
 614-342-4025  
 zoning@gahanna.gov  
 www.gahanna.gov

### PERMANENT SIGN PERMIT APPLICATION

Project/Property Address or Location:		Project Name/Business Name <i>(if applicable)</i> :	
Parcel ID No.(s)		Zoning Designation:	
Check one:      New <input type="checkbox"/> Relocate <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Face Change <input type="checkbox"/> Master Sign Plan <input type="checkbox"/>			
TYPE OF SIGNAGE:    Wall <input type="checkbox"/> Monument <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Awning <input type="checkbox"/> Pole <input type="checkbox"/>			
SIGN SPECIFICATIONS: <i>(height, width, depth)</i>			
Sign Face: H: _____ W: _____ D: _____	Sign Face total sq. ft: _____	Entire sign structure: H: _____ W: _____ D: _____	Entire sign structure weight <i>(lbs.)</i> : _____
LOCATION/SITE SPECIFICATIONS:			
Primary Frontage linear ft.: _____	Existing # of freestanding signs: _____	Existing # of wall signs: _____	TOTAL sq. ft. of existing wall & ground signs:
Secondary Frontage linear ft.: _____	Freestanding sign total sq. ft.: _____	Wall sign total sq. ft.: _____	
ILLUMINATION TYPE:      Internal <input type="checkbox"/> External <input type="checkbox"/> None <input type="checkbox"/>			
APPLICANT Name -do <u>not</u> use a business name:		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name <i>(if applicable)</i> :			
<b>ADDITIONAL CONTACTS</b> Please list Primary Contact for Correspondence <i>(please list all applicable contacts)</i>			
Name(s):		Contact Information (phone no./email):	
PROPERTY OWNER Name: <i>(if different from Applicant)</i>		Property Owner Contact Information (phone no./email):	

**CONTINUE ON PAGE 2**

INTERNAL USE

Zoning File No. \_\_\_\_\_

RECEIVED: \_\_\_\_\_  
  
 DATE: \_\_\_\_\_

PAID: \_\_\_\_\_  
  
 DATE: \_\_\_\_\_



## PERMANENT SIGN PERMIT APPLICATION - SUBMISSION REQUIREMENTS

**TO BE COMPLETED/SUBMITTED BY THE APPLICANT:**

1. Review Gahanna Code [Section 1165](#) (visit [www.municode.com](http://www.municode.com))
2. Master Sign Plan (complying with [Section 1165.11](#)) - for all new construction, renovation or conversion of structures with multi-tenants, including but not limited to, office buildings, business parks, planned industrial developments, office parks, shopping centers and shopping malls (except out-lots)
3. Detailed color renderings or drawings to illustrate the dimensions, design, structure & location of each sign to include all size specifications, including the size of letters & graphics
4. Authorization Consent Form complete & notarized (see page 3)
5. Application & all supporting documents submitted in digital format
6. Application & all supporting documents submitted in hardcopy format
7. Application fee paid (in accordance with the [Building & Zoning Fee Schedule](#))

**PLEASE CONTINUE TO THE APPROPRIATE SECTION OF REQUIREMENTS FOR YOUR PROJECT**

**FREE STANDING/MONUMENT/POLE SIGN REQUIREMENTS**

1. SITE PLAN that includes the following: (include: scale, north arrow, & address)
  - Location of buildings or structures, property lines, and right-of-way boundaries
  - Location of existing and proposed landscaping (refer to Gahanna [Section 1165.08](#))
  - Location & height of all existing (to remain) & proposed signs on the site. Show required setbacks for sign from property lines.
2. INSTALLATION PLAN including the number, type, size and proposed location of all anchors/fasteners and how they will be connected to supporting members/walls

**WALL/PROJECTING/WINDOW/AWNING SIGN REQUIREMENTS**

1. ELEVATIONS which illustrate the position of proposed building signs in relation to the building/structure
2. INSTALLATION PLAN including the footing depths/hole dimensions, post or pole dimensions, and details describing how the sign face will be connected to supporting members and footing

**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 project as described, if approved, will be completed in accordance with the conditions and terms of that approval.

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

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## AUTHORIZATION CONSENT FORM

(must sign in the presence of a notary)

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications.

PROPERTY OWNER

### **IF THE PROPERTY OWNER IS THE APPLICANT, SKIP TO NEXT SECTION**

As the property owner/authorized owner's representative of the subject property listed on this application, hereby authorize the applicant/representative to act in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the applicant/representative.

\_\_\_\_\_

(property owner name printed)

\_\_\_\_\_

(property owner signature)

(date)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_

Applicant/Property Owner/Representative

**AGREEMENT TO COMPLY AS APPROVED** As the applicant/representative/owner of the subject property listed on this application, I hereby agree that the project will be completed as approved with any conditions and terms of the approval, and any proposed changes to the approval shall be submitted for review and approval to City staff.

**AUTHORIZATION TO VISIT THE PROPERTY** I hereby authorize City representatives to visit, photograph and post notice (if applicable) on the subject property as described.

**APPLICATION SUBMISSION CERTIFICATION** I hereby certify that the information on this application is complete and accurate to the best of my knowledge.

\_\_\_\_\_

(applicant/representative/property owner name printed)

\_\_\_\_\_

(applicant/representative/property owner signature)

(date)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_



INTERNAL USE

## PERMANENT SIGN PERMIT APPROVAL

In accordance with Section 1165 of the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that this project, as stated above, was approved by Administration. The applicant shall comply with any conditions of the approval and shall comply with all building, zoning and landscaping regulations of the City of Gahanna.

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

CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Building Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_