

**PERMANENT 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:		Project Name/Business Name (if applicable):	
Parcel ID No.(s)		Current Zoning:	
Check one: Erect/New <input type="checkbox"/> Move <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"/> Ground <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Awning <input type="checkbox"/> Pole <input type="checkbox"/>			
SIGN SPECIFICATIONS: (height, width, depth)			
Sign Face: H: _____ W: _____ D: _____	Sign Face total sq. ft.: _____	Entire sign structure: H: _____ W: _____ D: _____	Entire sign structure weight (lbs.): _____
		Sign Face: Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>	
LOCATION/SITE SPECIFICATIONS: (square feet)			
Primary Frontage sq. ft.: _____	Existing # of ground signs: _____	Existing # of wall signs: _____	TOTAL sq. ft. of existing wall & ground signs: _____
Secondary Frontage sq. ft.: _____	Ground 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 (primary contact) -do <u>not</u> use a business name:		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name (if applicable):			
ATTORNEY/AGENT Name:		Attorney/Agent Address:	
Attorney/Agent E-Mail:		Attorney/Agent Phone No.:	
<b>ADDITIONAL CONTACTS</b> (please list all applicable contacts)			
Name(s):		Contact Information (phone no./email):	
Contractor			
Developer			
Architect			
PROPERTY OWNER Name: (if different from Applicant)		Property Owner Contact Information (phone no./email):	

**CONTINUE ON PAGE 2**

**THIS FORM IS AVAILABLE TO BE SUBMITTED ONLINE: [www.gahanna.gov](http://www.gahanna.gov)**

INTERNAL USE

Zoning File No. \_\_\_\_\_  
PC Meeting Date: \_\_\_\_\_  
PC File No. \_\_\_\_\_

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

PAID: \_\_\_\_\_  
DATE: \_\_\_\_\_  
CHECK#: \_\_\_\_\_

## PERMANENT SIGN PERMIT APPLICATION - SUBMISSION REQUIREMENTS

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STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Gahanna Code <a href="#">Section 1165</a> (visit <a href="http://www.municode.com">www.municode.com</a> )				
	2. Pre-application conference with staff				
	3. Master Sign Plan (complying with <a href="#">Section 1165.11</a> ) - 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)				
	4. A list of all samples to include color names & PMS #'s (required for all exterior materials) – please bring samples to Planning Commission meeting(s), if applicable				
	5. A site map of the location of building or structure or lot, property lines, right-of-way boundaries, utilities, and easements where the sign is to be attached or erected upon				
	6. Color photographs of the property upon which the sign is to be erected, and photographs of adjacent properties and signage				
	7. 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				
	8. Elevations and color photographs which illustrate the position of the proposed signage in relation to nearby buildings, structures				
	9. Provide the name, address, phone no. and current license no. of the licensed sign erector				
	10. Authorization Consent Form Complete & Notarized (see page 3)				
	11. Application & all supporting documents submitted in digital format				
	12. Application & all supporting documents submitted in hardcopy format				
	13. Application fee paid (in accordance with the <a href="#">Building &amp; Zoning Fee Schedule</a> )				
<b>PLEASE CONTINUE TO THE APPROPRIATE SECTION OF REQUIREMENTS FOR YOUR PROJECT</b>					
<b>NOTE: All Plans must be submitted in 8.5"x11", 11"x17", or 24"x36" (folded, not rolled, to 8.5"x11")</b>					
<b>GROUND/FREE-STANDING/MONUMENT/POLE SIGN REQUIREMENTS</b>					
	1. <u>SITE PLAN</u> that includes the following: (include: scale, north arrow, & address)				
	- All property and pavement lines				
	- Proposed ingress/egress to the site, including onsite parking area(s), parking stalls, adjacent streets. Delineate traffic flow with directional arrows & indicate location of direction signs or other motorist's aids (if any)				
	- Location of existing and proposed landscaping (refer to Gahanna <a href="#">Section 1165.08</a> )				
	- Location & height of all existing (to remain) & proposed signs on the site. Show required setbacks for sign from property lines.				
	2. <u>INSTALLATION PLAN</u> including the number, type, size and proposed location of all anchors/fasteners and how they will be connected to supporting members/walls				
<b>WALL/PROJECTING/WINDOW/AWNING SIGN REQUIREMENTS</b>					
	1. <u>ELEVATIONS</u> (to scale, of the entire wall of the building to which the sign is to be fixed, correctly locating the sign)				
	2. <u>INSTALLATION PLAN</u> 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.

**AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S)** *If the applicant is not the property owner, this section must be completed & notarized.*

I, \_\_\_\_\_, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize \_\_\_\_\_ to act as my applicant or representative(s) 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 designated representative.

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

**AUTHORIZATION TO VISIT THE PROPERTY**

I, \_\_\_\_\_, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice *(if applicable)* on the property as described in this application.

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

NOTARY

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

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

Stamp or Seal

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

**AGREEMENT TO COMPLY AS APPROVED**

I, \_\_\_\_\_, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plans shall be submitted for review and approval to the Zoning Division staff.

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

NOTARY

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

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

Stamp or Seal

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

**APPLICATION ACCEPTANCE**

INTERNAL USE

This application has been reviewed and is considered complete and is hereby accepted by the Zoning Division of the City of Gahanna and shall be:

- Forwarded to the City of Gahanna Planning Commission, as a Design Review Application, for consideration. *(master sign plans & multi-tenant signs)*
- Forwarded to Administration for consideration.

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

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 on \_\_\_\_\_. The applicant shall comply with any conditions approved 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: \_\_\_\_\_