

## PERMANENT SIGN PERMIT APPLICATION

PROPERTY INFORMATION	
Project/Property Address:	Parcel Number:
Project Name/Business Name:	Zoning: <i>(see <a href="#">Map</a>)</i>
Estimated Cost of Entire Project:	Overlay: <i>(if applicable)</i>
Occupancy Description <i>(reference <a href="#">Use Group Table</a>)</i> Choose an item.	Variance #: <i>(if applicable)</i>
Type of Construction <i>(reference <a href="#">Construction Type Table</a>)</i> Choose an item.	Master Sign Plan #: <i>(if applicable)</i>

SIGN SPECIFICATIONS	
TYPE OF PERMIT:	<input type="checkbox"/> New <input type="checkbox"/> Face Change <input type="checkbox"/> Other:
BUILDING SIGNS:	<input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Awning
FREESTANDING SIGNS:	<input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Directional <input type="checkbox"/> Development Identification Sign
ILLUMINATION TYPE:	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None
Description of work to be done:	
GRAPHIC AREA FOR THIS PERMIT (SQ.FT.):	

LOCATION / SITE SPECIFICATIONS:		
Existing & proposed # of freestanding signs:	Freestanding sign total sq. ft.:	TOTAL sq. ft. of existing & proposed building & freestanding signs:
Existing & proposed # of building signs:	Building sign total sq. ft.:	

APPLICANT INFORMATION	
Applicant Name <i>(Primary Contact):</i>	Applicant Address:
Applicant E-mail:	Applicant Phone:
Business Name <i>(if applicable):</i>	
Property Owner Name: <i>(if different from Applicant)</i>	Property Owner Contact Information (phone no./email):

**ADDITIONAL INFORMATION ON NEXT PAGE....**

INTERNAL USE

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

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

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

**Updated  
Aug 2021**



DEPARTMENT OF PLANNING

CONTRACTOR INFORMATION	
Contractor Name:	Contractor Business Name:
Contractor Phone:	Contractor Email:
Contractor Address:	Gahanna Contractor Registration No.:

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. Authorization Consent Form complete & notarized or landlord approval on letterhead (see page 3)
3. Application & all supporting documents submitted in hardcopy OR digital format. <https://ohga.onlama.com/>
4. Application fee paid (in accordance with the [Building & Zoning Fee Schedule](#))

SIGN SUBMITTAL 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 attached to walls. For freestanding signs, include the footing depths/hole dimensions, post or pole dimensions, and details describing how the sign face will be connected to supporting members and footing.
3. **RENDERING** to illustrate the dimensions, design, structure & location of each sign to include all size specifications, including the size of letters & graphics
4. **BUILDING ELEVATIONS** (Building signs only) which illustrate the position of proposed building signs in relation to the building/structure

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: \_\_\_\_\_



DEPARTMENT OF PLANNING

### 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: \_\_\_\_\_