

## TEMPORARY SIGN PERMIT APPLICATION

PROPERTY INFORMATION		
Project/Property Address:		Parcel Number:
Project Name/Business Name:		Zoning: <i>(see <a href="#">Map</a>)</i>
Variance #: <i>(if applicable)</i>	Master Sign Plan #: <i>(if applicable)</i>	Overlay: <i>(if applicable)</i>

SIGN SPECIFICATIONS			
<b>TYPE OF PERMIT:</b>	<input type="checkbox"/> Flying or feather banner; attention flag <input type="checkbox"/> Promotional Banner <input type="checkbox"/> Wall Sign <input type="checkbox"/> Freestanding Sign		
Sign Dimensions (LxW):	Overall Height Installed:		
Sign Material(s):	Installation Date:	Removal Date:	
Description of work to be done:			

APPLICANT INFORMATION	
Applicant Name <i>(Primary Contact):</i>	Applicant Address:
Applicant E-mail:	Applicant Phone:
Business Name <i>(if applicable):</i>	

ADDITIONAL CONTACTS	
*Please list all applicable contacts for correspondence*	
Name(s)	Contact Information (phone/email)
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: \_\_\_\_\_



DEPARTMENT OF PLANNING

### TEMPORARY 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. Application & all supporting documents submitted in hardcopy OR digital format. <https://ohga.onlama.com/>
- 3. 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 & height of all proposed signs on the site. Show required setbacks for sign from property lines.
- 2. **RENDERING** to illustrate the dimensions, design, structure, & materials of each sign to include all size specifications, including the size of letters & graphics

**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: \_\_\_\_\_

**PROPERTY OWNER SIGNATURE**

I, \_\_\_\_\_, the owner or authorized owner’s representative of the  
PLEASE PRINT NAME  
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: \_\_\_\_\_

**PLEASE NOTE:**

The application expires if no action is taken 6 months from the date of the last staff comment letter.