

# CITY OF MIDDLEBURG HEIGHTS

## Building Division

15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130

Phone (440) 234-2218 • Fax (440) 234-9092



### PLANNING COMMISSION SIGN APPLICATION

1. Any person wishing to have signs presented to the Planning Commission for approval must have all necessary drawings and plans submitted to the Building Division at least **15** days prior to a meeting. The Planning Commission meets the second and fourth Wednesdays of each month.
2. **REQUIREMENTS**
  - A. Twelve (12) sets of fully colored drawings. Sets of drawings should include: signs with the sign measurements including depth; photographs of the building on which the signs will be erected and/or the property on which the ground sign will be located; elevation drawings, to scale, with the façade dimensions, showing the signs as they will appear on the building; detailed site plans showing the location of the ground sign with measurements to the building, driveways and lot lines; disc containing PDF files of all drawings or call to email the files. Address numbers are required in at least one location.
  - B. Proof of building owner/landlord approval.
  - C. Actual color samples of all materials to be used.
  - D. Sign application fee of \$100.00 made payable to the City of Middleburg Heights.
  - E. Fully completed application and attached permit form; the signed original must be submitted.
3. When **all** of the above steps are completed, the signs will be checked for Zoning Code compliance and scheduled on the next available Planning Commission agenda. A representative must attend the meeting.
4. After receiving approval, the sign permit fee will be determined by the Building Division. The permit fee must be paid before the sign is erected. All contractors must be registered before installation.
5. After installation, you must contact the Building Division for an inspection.
6. Applicant agrees to be responsible for any necessary repairs to the façade.

NAME OF THE BUSINESS \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS OF THE PROPERTY INVOLVED \_\_\_\_\_

OWNER OF THE BUILDING (NAME, ADDRESS, PHONE) \_\_\_\_\_

SIGN CONTRACTOR (NAME, ADDRESS, PHONE, EMAIL) \_\_\_\_\_

AGENT (NAME, ADDRESS, PHONE, EMAIL) \_\_\_\_\_

REASON FOR THE REQUEST \_\_\_\_\_

APPLICANT'S NAME (PLEASE PRINT) \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

FOR CITY USE ONLY

PC/AGENDA NO.
RECEIVED
CHECK NO./AMT.

BUILDING DIVISION APPROVAL \_\_\_\_\_

REVISED 02-08

# APPLICATION FOR SIGN PERMIT

## CITY OF MIDDLEBURG HEIGHTS

THIS **COMPLETED** INFORMATION FORM MUST ACCOMPANY PLANNING COMMISSION SIGN APPLICATION FORM IN ORDER TO BE PLACED ON THE AGENDA FOR APPROVAL.

Current Zoning District \_\_\_\_\_ Use \_\_\_\_\_

Unit frontage \_\_\_\_\_ Lot Frontage \_\_\_\_\_

Please state types of signs, dimensions, materials and if they are illuminated. All signs must be listed including window and directional signs. **Existing signs that will remain must be listed.**

	TYPE	DIMENSIONS (LENGTH, HEIGHT, DEPTH)	MATERIALS	ILLUMI- NATED?
GROUND	_____	L_____H_____D_____	_____	_____
WALL	_____	L_____H_____D_____	_____	_____
WINDOW	_____	L_____H_____D_____	_____	_____
OTHER	_____	L_____H_____D_____	_____	_____
OTHER	_____	L_____H_____D_____	_____	_____
EXISTING	_____	L_____H_____D_____	_____	_____
EXISTING	_____	L_____H_____D_____	_____	_____

VARIANCES RECEIVED (INCLUDING DATES) \_\_\_\_\_

=====

**FOR CITY USE:**

Formula For District \_\_\_\_\_

Total Signage Permitted \_\_\_\_\_

Signage Requested \_\_\_\_\_

Square Footage Remaining For All Signs \_\_\_\_\_

\_\_\_\_\_  
Building Division Approval

\_\_\_\_\_  
Date

**FEE:**

\$10.00 Base \_\_\_\_\_

\$20.00 Illumination \_\_\_\_\_

\$1.00 per sq. ft \_\_\_\_\_

Subtotal \_\_\_\_\_

3% State Fee \_\_\_\_\_

TOTAL \_\_\_\_\_