

# 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 requirements 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 including: signs with measurements including depth; photographs of the building and/or the property on which the signs 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 or email with PDF files of all drawings. Address numbers are required in at least one location. Incomplete submittals will not be placed on the agenda and may be refused/returned.
  - B. Proof of building owner/landlord approval and contact information required with submittal.
  - C. Actual color and material samples.
  - D. Sign application fee of \$100 made payable to the City of Middleburg Heights.
  - E. Ground Sign Architect Review Fee of \$125 for all ground signs including face changes. City Architect must approve the ground sign before the request will be placed on the agenda.
  - F. **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 CONTACT INFO (NAME, ADDRESS, PHONE, EMAIL) \_\_\_\_\_

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 05-17

# 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 also 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 Base \_\_\_\_\_

\$20 Illumination \_\_\_\_\_

\$1 per sq. ft. \_\_\_\_\_

Subtotal \_\_\_\_\_

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

TOTAL \_\_\_\_\_