

# Commercial Real Estate Sign Application



**CITY OF MIDDLEBURG HEIGHTS**  
Building Department  
15700 Bagley Road  
Middleburg Heights, OH 44130  
Phone (440) 234-2218 • Fax (440) 234-9092  
E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)



One temporary real estate ground sign may be permitted advertising the sale, rental or lease of the premises or part of the premises on which the sign is displayed, provided that such sign does not exceed 15 sq. ft in single sign face area or 5 ft. in height. Such sign shall be located not less than 25 ft. from any side lot line, or 15 ft. from any street right-of-way line.

**ANY PERSON WISHING TO ERECT A REAL ESTATE SIGN MUST SUBMIT 2 DRAWINGS TO THE DIVISION OF BUILDING THAT SHOWS:**

- (1) WHAT WILL BE ON THE SIGN
- (2) THE DIMENSIONS OF THE SIGN
- (3) THE SETBACKS OF THE SIGN ON THE PROPERTY

**\*\* Approval from the Planning Commission is NOT needed for a real estate sign \*\***

\*\*\*\*\*

Project Address: \_\_\_\_\_ Tenant: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Address: (If different from above): \_\_\_\_\_

**SIGN INFORMATION:** Current zoning of property on which sign will be placed: \_\_\_\_\_

Side Yard Setback: \_\_\_\_\_ Front Yard Setback: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Sign Width: \_\_\_\_\_

Check One: \_\_\_\_\_ Single Faced Sign \_\_\_\_\_ Double Faced Sign Total Sign Sq. Ft. Requested: \_\_\_\_\_

Description of Sign: \_\_\_\_\_

**Sign Contractor Information: (registration required if installing sign on property):**

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address/E-mail: \_\_\_\_\_

**Applicant Information (if other than Sign Contractor):**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address/E-mail: \_\_\_\_\_

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

CITY USE:	APPROVED _____	NOT APPROVED _____
_____	BUILDING COMMISSIONER	_____
		DATE