

# Planning Commission Sign Application



**CITY OF MIDDLEBURG HEIGHTS**  
**BOARDS AND COMMISSIONS**  
 15700 Bagley Road  
 Middleburg Heights, OH 44130  
 Phone (440) 239-6252  
 E-mail: [kearley@middleburgheights.com](mailto:kearley@middleburgheights.com)



1. The Planning Commission meets the second and fourth Wednesdays of each month. All completed applications, plans, pdf files, fees, and required documents are accepted no less than 15 days prior to the scheduled meeting. You can find the upcoming dates on the City Calendar [middleburgheights.com](http://middleburgheights.com)
2. **REQUIREMENTS** - Twelve (12) sets of fully colored drawings including:
  - A fully dimensioned drawing showing the design of the proposed signs
  - Foundation and anchoring drawing of proposed signs
  - Fully dimensioned site plan showing the sign location in relation to property lines, rights-of-way, buildings, walks, and drives
  - Dimensioned elevation drawing to scale, showing the size, sign type, height, support or mounting method, and construction materials
  - For illuminated signs, provide the number and types of lamps and lens material and a statement in writing that the illumination of such sign will comply with [Zoning Code Section 1153.12](#)
  - Colored photographs of existing buildings, if applicable
  - For ground signs, a sign base landscaping plan [Zoning Code Section 1153.13](#)
  - Written consent of the owner/landlord of the premises upon which the sign is to be erected or placed
  - Address numbers are required in at least one location
  - **Fully** completed application and attached permit form; the signed original must be submitted
  - Sign Application fee of \$100 made payable to the City of Middleburg Heights
  - PDF files of all drawings (USB thumb drive or email to [kearley@middleburgheights.com](mailto:kearley@middleburgheights.com))
3. After approval, the sign permit fee will be determined by the Building Department. The permit fee must be paid before the sign is erected. All contractors must be registered before installation. Contact the Building Department directly for information. After installation, contact the Building Department for an inspection (440) 234-2218.

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Name of the Business: \_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant: \_\_\_\_\_

Complete Address, Phone, Email: \_\_\_\_\_

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

Complete Address, Phone, Email: \_\_\_\_\_

Applicant's Agent or Representative: \_\_\_\_\_

Complete Address, Phone, Email: \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER'S SIGNATURE:** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

**APPLICATION FOR SIGN PERMIT  
CITY OF MIDDLEBURG HEIGHTS**

THIS **COMPLETED** INFORMATION FORM MUST ACCOMPANY PLANNING COMMISSION SIGN APPLICATION FORM

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

Building/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.

TYPE	DIMENSIONS (LENGTH, HEIGHT, DEPTH, SQ. FT.)			MATERIALS	ILLUMINATED?		
WALL	L	H	D	SQ. FT.	_____	_____	_____
GROUND	L	H	D	SQ. FT.	_____	_____	_____
WINDOW	L	H	D	SQ. FT.	_____	_____	_____
_____	L	H	D	SQ. FT.	_____	_____	_____
_____	L	H	D	SQ. FT.	_____	_____	_____
_____	L	H	D	SQ. FT.	_____	_____	_____
_____	L	H	D	SQ. FT.	_____	_____	_____

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

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**FOR CITY USE:**

Maximum Wall Sign Area Permitted: \_\_\_\_\_

Total Sign Area Requested: \_\_\_\_\_

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

# ZONING CODE SECTION 1153.12: SIGN ILLUMINATION STANDARDS

(a) General Requirements. Signs may be externally illuminated, internally illuminated, backlit or illuminated through down lighting unless otherwise provided for in the Chapter. All externally illuminated signs shall employ steady, stationary, shielded light sources directed solely at the sign.

(b) Flashing Signs. Flashing, blinking, running or sequential lights used in any element of a sign shall not be permitted unless expressly provided for in this Chapter. 215

(c) Non-Glare and Shielded Lighting. Use of glaring, unshielded or undiffused lights or bulbs shall be prohibited. Lights shall be shielded so as not to project onto adjoining properties or roadways.

(d) Traffic Hazards. Sign illumination that could distract motorists or otherwise create a traffic hazard shall be prohibited.

(e) Bare Bulb Illumination. Illumination by bare bulbs or flames is prohibited.

(f) Intensity. Illumination resulting from all signs and sign lighting on any property in a non- residential zoning district shall not exceed one-half (½) foot candles at a height of five feet (5') when measured at any point on property in a residential zoning district or at any point on any road right-of-way.

(g) LED Signs. Electronic changeable copy signs utilizing a light-emitting diode display (LED) shall be permitted subject to the following standards set forth below.

- (1) An LED sign must be located at least two hundred fifty feet (250') away from the nearest residential land use or residential zoning district.
- (2) Scrolling animations are prohibited.
- (3) A message must be displayed for a minimum duration of eight (8) seconds before switching to the next message.
- (4) Any LED sign shall be encased in stone, brick, cultured stone / brick or similar material.

(h) LCD Signs. Electronic changeable copy signs utilizing a liquid crystal display (LCD) or other technology that allows the sign to display a series of images shall be permitted subject to the following standards set forth below.

- (1) An LCD sign must be located at least two hundred fifty feet (250') away from the nearest residential land use or residential zoning district.
- (2) Scrolling animations are prohibited.
- (3) A message must be displayed for a minimum duration of eight (8) seconds before switching to the next message.
- (4) Any LCD sign shall be encased in stone, brick, cultured stone / brick or similar material.

(i) Electronic Changeable Copy Sign Lighting Intensity. Electronic changeable copy signs must have the capability to adjust intensity in response to ambient lighting conditions.

I \_\_\_\_\_ with \_\_\_\_\_  
(Name of Sign Company)

agent for \_\_\_\_\_  
(Property Owner and Business/Tenant)

certify that all illuminated signs will comply with Middleburg Heights [Zoning Code Section 1153.12](#).

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
SIGNATURE