

NEW SIGN PERMIT INSTRUCTIONS



**CITY OF MIDDLEBURG HEIGHTS
BUILDING DEPARTMENT**

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THIS COMPLETED FORM MUST ACCOMPANY THE MISCELLANEOUS PLAN APPROVAL APPLICATION

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.

| | DIMENSIONS | | | | | |
|-------------|---|---------|---------|------------------|---------------------|-------|
| TYPE | (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) _____

===== **FOR CITY USE** =====

Maximum Wall Sign Area Permitted: _____

Total Sign Area Requested: _____

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