

**APPLICATION FOR COMMERCIAL REAL ESTATE SIGN**

**CITY OF MIDDLEBURG HEIGHTS  
Division of Building**



15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130  
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DATE: \_\_\_\_\_

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 \*\***

**PLEASE COMPLETE THE FOLLOWING:**

ADDRESS WHERE SIGN WILL BE PLACED: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

CONTRACTOR ADDRESS/PHONE: \_\_\_\_\_

\*\*\*\*\*

CURRENT ZONING OF PROPERTY ON WHICH SIGN WILL BE PLACED: \_\_\_\_\_

SIDE YARD SETBACK: \_\_\_\_\_ FRONT YARD SETBACK: \_\_\_\_\_

(CHECK ONE) SINGLE FACED SIGN \_\_\_\_\_ DOUBLE FACED SIGN \_\_\_\_\_

HEIGHT OF SIGN: \_\_\_\_\_ WIDTH OF SIGN: \_\_\_\_\_

DESCRIPTION OF SIGN: \_\_\_\_\_

TOTAL SIGN SQUARE FOOTAGE BEING REQUESTED: \_\_\_\_\_

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

\_\_\_\_\_  
DATE

\*\*\*\*\*

**DIVISION OF BUILDING APPROVAL:**

\_\_\_\_\_  
BUILDING COMMISSIONER

\_\_\_\_\_  
DATE