

CITY OF BEAVERCREEK

PERMANENT SIGN ZONING PERMIT

Date _____

Permit _____

Fee _____

INSTRUCTIONS: Complete this application and attach 3 copies of a site plan to scale (e.g. 1"=30') showing the dimensions and shape of the lot, location and setback of the sign from property lines. Also attach drawing, sketch or photo of sign indicating all sign dimensions.

1. Business Name _____

2. Business' Address _____ Zoning District _____

3. Development/Shopping Center _____ Parcel ID B42000__00__00__00

4. Company Installing Sign _____ Telephone _____

5. Company's Address _____

6. Owner of property on which sign is located _____

7. Sign Information:

Single Faced Double Faced

Sign Size: _____ feet by _____ feet. Total area per side _____ sq. ft. Total Area _____ sq. ft.

Sign Type: Awning Blade Canopy Changeable Copy Construction Sign Electronic Copy

Flush Mounted Ground LED Neon Pylon Panel Change Under Marquee

Sign Location: Awning Canopy Ground Marquee Under Marquee Wall

Sign Construction: LED Metal Neon Plastic Wood Other _____

Ground Signs Only:

Sign height from ground level to top of sign _____ feet.

Setback from right-of-way _____ feet.

Lot width: _____ feet.

Wall Signs Only:

Building or store frontage _____ feet.

Contact Person _____ Telephone _____

I hereby certify that I am the property owner, or am authorized to act as the owner's agent in obtaining this permit. I further certify that all of the information and attachments submitted with this application are true and correct to the best of my knowledge and that the property owner is responsible for locating and verifying all property lines and boundaries. I understand that if this information is incorrect or incomplete, any permit issued may be invalid and the property owner may be required to remove this structure at his/her own expense. I hereby consent to the inspection of the subject property and of any buildings or structures relevant to this application. Any deviation from the approved plans will require submission and approval of the revised plans.

Applicant's Email Address (Please print) _____

Applicant's Signature _____

This application is: Approved Disapproved

Planning Department Date

PERMANENT SIGN ZONING PERMIT

When is a sign permit required?

A sign permit is required prior to erecting, altering or relocating a sign within the City.

What do I have to do to receive a sign permit?

To receive a sign permit, a Permanent Sign Permit application must be completed in full and submitted to the Planning and Zoning Department along with the application fee, with three copies of a drawing, sketch, or photo of the sign indicating the sign dimensions, as well as three copies of a drawing showing the location of proposed and existing signs on the site and/or building, all drawn to scale (e.g. 1"=30').

The information given on this application should be in compliance with the requirements of Sections 158.145 to 158.158 of the Zoning Code.

How long will it be until I receive notification?

The application will be reviewed in one to two business days (if sufficient information has been submitted) and you will be notified by telephone when the application has been approved and the permit has been issued.

Will the permit expire?

The permit will expire six months from the date of approval.

What's the next step?

A Greene County building permit is required after you receive a sign permit, not including temporary signs.

If you have any questions, a staff member in the Planning and Zoning Department is available to assist you Monday through Friday from 7:30 a.m. to 5:00 p.m.