

# SHAWNEE TOWNSHIP SIGN PERMIT APPLICATION

A COMPLETE APPLICATION AND FEE FOR EACH REQUESTED SIGN, SIGNED BY THE OWNER OF THE PREMISES UPON WHICH THE SIGN SHALL BE LOCATED.

1. Applicant Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Applicant / Business Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. Property Owner Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Property Owner Telephone No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\*\* IF OWNER IS DIFFERENT FROM APPLICANT - A LETTER OR E-MAIL FROM PROPERTY OWNER NEEDS SENT WITH APPLICATION GRANTING PERMISSION TO CONSTRUCT AND PLACE SIGN ON PROPERTY.

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### CONTRACTOR INFORMATION:

Contractor Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ E Mail: \_\_\_\_\_

### SIGN INFORMATION:

Sign Location (Address): \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Type of Work: New Sign: \_\_\_\_\_ Replacement: \_\_\_\_\_ Relocation: \_\_\_\_\_  
Sign Height: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Sign Length: \_\_\_\_\_ Total SF: \_\_\_\_\_

### SIGN TYPE:

Pole Sign: \_\_\_\_\_ Wall Sign: \_\_\_\_\_ Ground Sign: \_\_\_\_\_ Monument Sign: \_\_\_\_\_  
Permit Required Signs: Real Estate Sign(On 15 acres+) \_\_\_\_\_; Subdivision Sale Sign \_\_\_\_\_; Model Home Sale Sign \_\_\_\_\_; Change Copy Sign: \_\_\_\_\_;  
Permanent Subdivision Ident. Sign \_\_\_\_\_; Seasonal Business \_\_\_\_\_; Gasoline Station \_\_\_\_\_; Drive Thru Menu Board \_\_\_\_\_;  
Business / Industrial Wall Sign \_\_\_\_\_; Free Standing Sign in Business / Indust. District \_\_\_\_\_; Canopy/Marquee Sign: \_\_\_\_\_;  
Awning Sign: \_\_\_\_\_ Projection Sign \_\_\_\_\_; Under Canopy Sign \_\_\_\_\_; Outdoor Display of Merchandise \_\_\_\_\_;  
Temp Special Event / Grand Opening \_\_\_\_\_; Joint Identification Sign \_\_\_\_\_; ATM \_\_\_\_\_.  
Sign Material: \_\_\_\_\_ Lighted \_\_\_\_\_ UnLighted: \_\_\_\_\_ LED: \_\_\_\_\_ (Wattage): \_\_\_\_\_  
\*For LED Lighted Signs: Are there provisions for reduced lighting after closing hours for less intensity: \_\_\_\_\_  
Total Colors Utilized: \_\_\_\_\_; Lettering Type: \_\_\_\_\_ Total Sign/Foundation Cost \$ \_\_\_\_\_

### SET BACK LOCATION (WHERE SIGN WILL BE LOCATED):

a. Front Set Back (Center of roadway to the placement of sign) \_\_\_\_\_ feet.      b. Left Set Back (From left side of property line to the placement of sign) \_\_\_\_\_ feet.  
c. Right Set Back (From right side of property line to the placement of sign) \_\_\_\_\_ feet.      d. Rear Set Back (From rear of property line to placement of sign) \_\_\_\_\_ feet.

**NO SIGN SHALL BE PLACED WITHIN THE ROAD RIGHT OF WAY OF ANY STREET. NO SIGN SHALL OBSTRUCT VIEW OF ONCOMING TRAFFIC OR POSE A SAFETY RISK:  
SOME SIGNS DO REQUIRE ADDITIONAL DISTANCE FROM THE RIGHT OF WAY, IF IN DOUBT CALL FOR ADDITIONAL INFORMATION.**

### REQUIRED PER ZONING TEXT:

- \* **INCLUDE-** Scale drawings of proposed sign(s), showing the design being proposed, the materials used, the sign dimensions, the size, style, color, lettering type, and symbols and methods of illumination.
- \* **INCLUDE -** Construction details, foundations, and anchorage details, stresses, and loads, and engineering calculations signed and sealed by a registered design professional **when required by the Ohio Building Code.**
- \* **INCLUDE:** A Dimensioned Site Plan, showing the exact location of the proposed sign(s), in relation to adjacent buildings, lot lines or other structures. For "Freestanding Signs" a sign base landscaping plan is required.

All Signs and Billboards erected within this Township are subject to inspection, whether a Permit is required or not, prior to erecting signage. Zoning Inspector or any other township official is authorized to enter upon any property or premises to ascertain whether the provisions of this article are being complied with. Zoning Inspector may initiate the removal of any sign or billboard that is not maintained in accordance with the zoning regulations.

Confiscated signs will be held at Shawnee Township Zoning Department and available for owner pick u.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Sign Permit (Business or Industrial)-      NON-ELECTRICAL - \$ 100.00 Application Fee plus \$1.00 per square foot.      ELECTRICAL - \$ 200.00 Application Fee plus \$1.00 per square foot.

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ZONING INSPECTOR ACTION: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ REASON: \_\_\_\_\_

ZONING INSPECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

**1804: Sign Permit is not required for the following uses:**

Small Real Estate Signs, Directional Signs, Name / Address of Occupant, Temp. Sign for Community Activities and Events, Farm Signs, Business Proprietor Sign, Public Use Facilities, Each and Every Premise, Historical / Corner Stone, Yard/Garage/Moving Signs, Construction Signs, Signs for Home Occupation, Property Controls, Window Signage, Signs Incorporated into Window Display, Flags, Holiday Signs, Scoreboards, Security System Signs, Construction Trailer Signs, Transit Shelter Signage.