



SIGNAGE PERMIT APPLICATION

REVISED 01-01-2023MB

| | | | |
|---|--|---------------------|----------------------------------|
| Property Information: (The Actual Location Where Construction Will Take Place) | | | |
| Owner: | | | |
| Address (If Known): | | City / State / Zip: | |
| Parcel Number: | | Lot #: | Former Ft. Shawnee Lot? YES / No |
| Zoning: | | DBA-Business Name: | |

| | |
|---------------------------|-------------|
| Staff Review: | |
| Permit Number: | |
| Approved / Denied | |
| _____ Zoning Inspector | |
| Date Approved: _____ | |
| Check No: | Receipt No. |

| | | |
|-------------------------------|--------|------|
| Applicant Information: | | |
| Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | Email: | |

| | | |
|--|--------|------|
| Contractor / Builder Information: | | |
| Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | Email: | |

| | |
|--|-------------|
| Documents Submitted for Review: | |
| <input type="checkbox"/> | Application |
| <input type="checkbox"/> | Fee |
| <input type="checkbox"/> | Site Plan |
| <input type="checkbox"/> | Rendering |

| | | |
|---|--|--------------------------------|
| General Lot Size Information: | | |
| Lot Width Is: _____ Feet Across | Lot Length is: _____ Feet in Length | Lot is _____ Total Square Feet |
| Lot is how many acres in size? | Lot Shape: Example, Square, Rectangle, Flag Shaped, Corner, Dual Front, Triangle, or Other? | |
| Lot is zoned as: _____ Use | Is any portion of the lot in a Floodplain, Flood Hazard Area, or Located in a Riparian Corridor? YES or NO | |
| Lot is located in neighborhood commonly called? _____ | Any CCR's in place for this lot? (Covenants, Conditions or Restrictions in Place? YES or NO | |
| Has the lot been surveyed? YES or NO If Yes, attach copy. | Are Property Lines Clearly Identified within the lot where construction is taking place? YES or NO | |

| | |
|--|--|
| General Signage Information: | |
| <u>Type of Sign</u> | |
| <input type="checkbox"/> Real Estate Sign (6 SF Max.) <input type="checkbox"/> Real Estate On 15+ Acres (32 SF Max) <input type="checkbox"/> Directional Sign (4 SF Max) <input type="checkbox"/> Directional Sign Manufacturing (4 SF Max) <input type="checkbox"/> Off Premises Directional Sign (6 SF Max) <input type="checkbox"/> Name & Address Sign (2 SF Max) <input type="checkbox"/> Temp. Community Event (32 SF Max) <input type="checkbox"/> Grand Opening / Spl. Event (32 SF Max) <input type="checkbox"/> Farm Sign (6 SF Max) <input type="checkbox"/> Advertising Sign On Farm (32 SF Max) <input type="checkbox"/> Business/Professional Sign (4 SF Max) <input type="checkbox"/> Historical Sign (9 SF Max) <input type="checkbox"/> Yard/Garage/ Moving (6 SF Max) <input type="checkbox"/> Construction Sign-Single Residence (6 SF Max) <input type="checkbox"/> Construction Sign-Major Structure (32 SF Max) <input type="checkbox"/> Home Occupation Sign (8 SF Max) <input type="checkbox"/> Property Control Sign (2 SF Max) <input type="checkbox"/> Window Sign w/ Hours -Credit (2 SF Max) <input type="checkbox"/> Signs In Window Display (40 % window area) <input type="checkbox"/> Subdivision Sign (32 SF Max) <input type="checkbox"/> Free Standing Sign (32 [2LN] SF/50 [4LN] SF Max) <input type="checkbox"/> Business / Industrial Wall Sign (15 SF Max in B Dist. / 20 SF Max in I Dist.) <input type="checkbox"/> Mobile Home Sign (6 SF Max) <input type="checkbox"/> Canopy Sign (64 SF Max) <input type="checkbox"/> Per. Subdivision ID Signage (32 SF Max) <input type="checkbox"/> Awning Sign (64 SF Max) <input type="checkbox"/> Projection Sign (64 SF Max) <input type="checkbox"/> Under Canopy Sign (4 SF Max) <input type="checkbox"/> Outdoor Display Merch. (6 SF Max) <input type="checkbox"/> Menu Board (50 SF Max) <input type="checkbox"/> Chg. Copy Sign (1805.5 for Max) <input type="checkbox"/> Seasonal Business (32 SF Max) <input type="checkbox"/> Joint Identification Sign (32 SF+12 SF per tenant) <input type="checkbox"/> ATM Sign (10SF Max) <input type="checkbox"/> EMB -LED Electric Message Board <input type="checkbox"/> Gas Station / Pump Signage _____ Other:_____ | |

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|--|--|--|--|---|
| Sign Length: | Sign Width: | Sign Height (Common Ground to Very Top) | Total Square Footage: | Construction Cost: \$ |
| New Sign: Yes / No | Sign Replacement: Yes / No | Sign Relocation: Yes / No | Sign Face Replacement Only: Yes / No | Other: \$ |
| Lighted: Yes / No | Max. Light Wattage: | Electronic Message Board Max LED Wattage: | Electronic Message Board Dimmer Unit Installed? Yes / No | Dimmer Max Wattage (Dim Wattage Produced) |
| Front Set Back Distance (From Center of Street to Sign): | Front Set Back Distance (Curb Edge to Sign): | Set Back Distance from Rear Property Line to Sign: | Left Set Back Distance to Sign: | Right Set Back Distance to Sign: |
| Sign Primary Color: | Sign Secondary Colors Used: | Base Landscaped: Yes / No | Lettering Used: | Maximum Lettering Height: |

As Applicant, Owner, Contractor - I hereby certify that the information contained in this application as well as all related documentation is correct, and accurate to best of my ability and all the permit information conforms to Shawnee Township Zoning Regulations.

APPLICANT SIGNATURE: _____ DATE: _____
OWNER SIGNATURE: _____ DATE: _____
E-MAIL ADDRESS: _____ PHONE: _____

1802.1 When applying for a Zoning Permit for a sign, the following materials must be submitted:

- A completed application and fee for each requested sign, signed by the owner of the premises upon which the sign is to be displayed.
- Scale elevation drawing(s) of proposed sign(s) showing the design proposed, the materials used, the sign dimensions, the size, style, color and lettering type, lines and symbols and method of illumination.
- Construction details, foundation and anchorage details, stresses and loads, and engineering calculations signed and sealed by a registered design professional when required by the Ohio Building Code.
- A dimensioned site plan showing the exact location of proposed sign(s) in relation to adjacent buildings, lot lines or other structures.
- For freestanding signs, a sign base landscaping plan. Applications for a Building Permit for a sign must be submitted to the Shawnee Township Zoning Inspector and shall include the applicable fee and submittals required.

REQUIRED SIGN DOCUMENTATION
APPLICATIONS CAN BE DELAYED DUE TO LACK OF REQUIRED INFORMATION

Permit Application & Fee:

- Submit 1 copy of the Signage Permit Application. Permit fees are to be paid at time of submission of application or unless other arrangements have been made.
- Fee rate is available on-line at www.shawneetownship.com.

Site Drawing:

- Site Area Drawing Is REQUIRED. Indicate N-North with Arrow.
- Submit one (1) copy of a site drawing.
 - Show drawing of your parcel; to include location of all streets from front or side and rear (if applicable).
 - Show all property lines from front, side and rear areas.
 - Show all right of way areas, and easements.
 - Show all EXISTING construction building(s) - indicate length, width, and height of structure, and square footage total.
 - Scale elevation drawing(s) of proposed sign(s) showing the design proposed, the materials used, the sign dimensions, the size, style, color and lettering type, lines and symbols and method of illumination.
 - Construction details, foundation and anchorage details, stresses and loads, and engineering calculations signed and sealed by a registered design professional when required by the Ohio Building Code.
 - A dimensioned site plan showing the exact location of proposed sign(s) in relation to adjacent buildings, lot lines or other structures.
 - For freestanding signs, a sign base landscaping plan. Applications for a Building Permit for a sign must be submitted to the Shawnee Township Zoning Inspector and shall include the applicable fee and submittals required.
 -
- Submit One-1 copy rendering of the proposed signage (Brochure)

PERMITTED SIGNS - PERMIT REQUIRED

The following signs shall be permitted upon obtaining a written permit in areas clearly delineated herein and subject to the reasonable regulations set forth herein:

- **Real Estate Signs in All Zoning Districts:** On parcels exceeding fifteen acres, one (1) sign not to exceed thirty-two (32) square feet per side and eight (8) feet in height. Signs identifying a property for sale, rent or lease may be placed on-site until thirty (30) days after occupancy. Where a parcel has frontages on two (2) or more roads, one (1) sign may be permitted on each road on review of the Zoning Inspector. Such signs shall not be illuminated and shall be set back from the public right-of-way a minimum of ten (10) feet. Said signs may remain on a premise for a period not to exceed eighteen (18) months without renewal.
- **Subdivision Sale Signs:** One (1) sign providing information on the sale of lots within an approved and recorded subdivision may be placed at each entrance to the subdivision until ninety percent (90%) of the lots within the subdivision are sold. Subdivision sale signs shall contain only the name of the subdivision, the name of the owner, the name of the developer and information regarding price, terms and the location and telephone number of the sales office. All such signs shall not exceed thirty-two (32) square feet and shall be set back from the right- of-way a minimum of ten (10) feet.
- **Model Home Signs:** One (1) sign per model home providing information on the builder, telephone number, and hours of operation. Signs shall be no more than six (6) square feet per side, no more than two (2) sides and may be placed on the property until ninety percent (90%) of the lots within the subdivision are sold.
- **Permanent Subdivision Identification Signs** in all zoning districts shall be limited to two (2) signs per entrance along major thoroughfares and shall not obstruct the visibility at any intersection. Such signs shall contain only the name of the subdivision they identify. The signs shall not exceed eight (8) feet in height, nor shall they exceed thirty-two (32) square feet on either side and shall be landscaped. Identification signs shall not contain any advertising of products or changeable copy.
- **Changeable Copy Signs:** Permanent signs with changeable copy shall be permitted only under the following conditions: For publicly owned facilities in all zoning districts; For the following non-public owned and operated buildings and facilities provided the signs do not exceed twelve (12) square feet in size and otherwise meet the other requirements of this article: churches, private schools, colleges, and community service organizations. In B-1 and B-2 Districts for gas station price information (refer to 1805.7.2), for menu boards (refer to 1805.8), for motion picture theaters and for establishments with live entertainment. Such signs will be assessable against the permitted sign face area, except for menu board signs that do not face the public right-of-way. For time and temperature signs, provided the signs do not exceed six (6) square feet and otherwise meet the other requirements of this article. Signs with changeable copy as may be required by law.
- **Seasonal Business.** One sign per street frontage is allowed for a seasonal business. Such signs are limited to 32 square feet in area and 8 feet in height. They must set back at least 8 feet from any public right-of-way. Such signs are limited to three colors, including black and white. Seasonal business signs may be displayed 15 days prior to opening the business and shall be removed within 7 days of when the business closes for the year.
- **Gasoline Stations.** Gasoline stations, whose principal business is the sale of motor fuel, may display signs in addition to those herein authorized. Such signs shall be limited to the following: One non-illuminated, double-faced sign not exceeding three square feet on a side is permitted for each set of motor fuel pumps identifying "self-service" or "full service". Price and grade information can be displayed, in changeable copy.

Signs limited to the identification of the brand name, logo or type of fuel sold and other signs as may be required by law shall be permitted on the motor fuel pumps. No signs projecting above the pumps may be permitted, except as required by law. Any other such signs as may be required by law.

- **Drive-thru Menu Board Signs:** A drive-thru menu board sign is permitted when located on the property to which it refers. The size of the sign shall not exceed sixty-four (64) square feet.

- Business or Industrial Wall Signs: Wall signs are permitted for any business or use and shall comply with the following requirements: The maximum allowable sign face area for wall signs shall be one square foot for every lineal foot of width of the building face to which the sign is attached, but the total aggregate square footage of wall signage shall not exceed the maximum size allowed for the use as shown in Article 1810. The maximum height for a wall sign shall be fifteen (15) feet, measured from the established grade line to the top of the sign, but in no case extending above the roof line of the building.

All wall signs shall be mounted on the building that houses the business establishment advertised by such signs, EXCEPT as otherwise specifically authorized by this Resolution. Such signs shall be located on or along one (1) wall of such building which faces a street, parking lot or service drive, and shall not project above the roof line or the cap of parapets of such building, whichever is higher. Signs may be erected on a wall that is an extension of a building wall that faces a street, parking lot or service drive, provided that the design and construction of such extension are architecturally compatible with the building and such wall does not extend beyond any required building setback line of the building to which such extension wall is attached. The display area of the sign must be located either on the wall or extension. It may not be located on both. All such signs shall be parallel to the wall on which they are installed and shall not project more than eighteen (18) inches from such wall. The function of such sign shall be relevant to the use of the property on which it is located.

- Free-Standing Signs in Business and Industrial Districts: A free-standing sign shall be permitted for any business or use based on the following conditions: The maximum allowable size of a free-standing sign in a B-1 or B-2 District shall be such that the total free-standing signage does not exceed thirty-two (32) square feet for parcels located on two lane roadways and fifty (50) square feet for parcels located on roadways with four or more lanes. In an M-1 District, the maximum allowable size of a free-standing sign shall be fifty (50) square feet. In B1 and B-2 Districts, the maximum height of such signs shall not exceed fifteen (15) feet above the established grade line or 15' above the grade at the edge of the street, whichever is greater, but in no case shall the height exceed 20'. In M-1 Districts, the maximum height of such signs shall not exceed twenty (20) feet above the established grade line or 20' above the grade at the edge of the street, whichever is greater, but in no case shall the height exceed 25'.

Not more than one (1) free standing sign may be authorized for anyone (1) operation or establishment, except a second free standing sign of the same height and size is permitted if the site has frontage on two streets and the frontage on each street exceeds 200'. The signs shall be no closer than two hundred (200) feet when measured along the right-of-way line. Where more than one (1) operation or establishment is located on a single tract of land, having an entrance or parking area or areas used in common by the customers of such operations or establishments, only one (1) free standing sign may be authorized for the entire tract. Refer to 1805.18 for additional requirements for Joint Identification Signs. No part of such sign will be closer to any street right-of-way line than fifteen (15) feet. No sign or its supporting structure shall be any closer to any other property line than the applicable building setback line. The function of such sign shall be relevant to the use of the property on which it is located.

- Canopy and Marquee Signs. Canopy and Marquee signs shall be allowed in any B-1 or B-2 District, subject to the following conditions: The permanently affixed copy area of canopy or marquee signs shall not exceed 25 percent of the face area of the canopy, marquee, or architectural projection upon which such sign is affixed or applied, or the permitted area for wall signs, whichever is less. Graphic striping, patterns, or color bands on the face of a building, canopy, marquee, or architectural projection shall not be included in the computation of sign copy area. Canopy and marquee sign copy area shall be deducted from the allowable area for wall signage provided in Article 1805.9.
- Awning Signs. Awning signs shall be allowed in any B-1 or B-2 District, subject to the following conditions: The copy area of awning signs shall not exceed 25 percent of the background area of the awning or awning surface to which such sign is affixed or applied, or the permitted area for wall signs, whichever is less. Neither the background color of an awning, nor any graphic treatment or embellishment thereto such as striping, patterns or valances, shall be included in the computation of sign copy area. Awning sign copy area shall be deducted from the allowable area for wall signage provided in Article 1805.9. Backlit awnings must meet the requirements for lighting provided in Article 1803.7.
- Projecting Signs. Projecting signs shall be permitted in lieu of free-standing signage along any street frontage limited to one sign per occupancy along any street frontage with public entrance to such occupancy. Requirements regarding permitted locations, maximum size and height, setback and permit requirements shall be the same as for free-standing signs in business and industrial districts (refer to Article 1805.10). Projecting signs shall maintain a clear vertical distance above any sidewalk or pedestrian way a minimum of nine (9) feet.
- Under Canopy Signs. Under canopy signs shall be allowed in any B-1 or B-2 District, subject to the following conditions: Under canopy signs shall be limited to no more than one such sign per public entrance to any occupancy and shall be limited to an area not to exceed four (4) square feet. Such signs shall maintain a clear vertical distance above any sidewalk or pedestrian way a minimum of nine (9) feet. Under canopy sign copy area shall in addition to the allowable area for wall signage provided in Article 1805.9.
- Outdoor display of merchandise. Outdoor displays of merchandise for sale and visible from the public right-of-way or from adjoining properties shall be limited to 20% of the entire area of a property. This requirement shall not apply to landscape plant material sales or automobile and truck sales and rentals. Signs related to the sale of outdoor displays of merchandise shall be limited to one per street frontage and the area of such signs shall be limited to six (6) square feet and shall not exceed five (5) feet in height. Such signs will be permitted only in B-1 and B-2 Districts.
- Temporary Special Event and Grand Opening Signs. Signs temporarily displayed to advertise special promotions, events, grand openings shall be permitted in B-1 and B-2 Districts subject to the following limitations: Such signs shall be limited to one sign per lot. Such signs may be displayed for not more than thirty (30) days in any 3-month period, and not more than sixty (60) days in any calendar year. The signs shall be erected no more than thirty (30) days prior to the event or grand opening and shall be removed not more than one (1) day after the event or grand opening. The total area of such signs shall not exceed thirty-two (32) square feet and eight (8) feet in height.
- Joint Identification Sign. One free-standing sign identifying the name of a shopping center or other building complex shall be permitted, if there are multiple uses sharing the same site. The sign face area of a joint identification sign dedicated to the identity of the development shall not exceed thirty-two (32) square feet. The sign face area of the sign dedicated to the identification of the individual occupants shall be twelve (12) square feet for each of the individual occupants of the development, with the total area of the sign not to exceed ninety (90) square feet and twenty (20) feet in height. A second joint identification sign of the same height and size is permitted if the site has frontage on two streets. The signs shall be no closer than 200 feet. A total sign plan conforming to the requirements of this code must be submitted to the Zoning Inspector or designee before any sign permit for the complex or individual tenant will be issued.
- ATM's. Signage for all ATM's (Automated Teller Machines) shall not be assessable against the allowable area for wall signage permitted in Article 1805.9. Such signage shall not exceed ten (10) square feet per ATM.

PROHIBITED SIGNS

The following signs shall be prohibited in Shawnee Township:

- Signs mounted upon the roof of any building or structure.
- Signs not otherwise specifically authorized by this Resolution, signs installed without a required permit or zoning certificate, or signs installed which do not meet applicable regulations.
- Off-premise signs, bench signs, billboards, changeable copy signs (except as provided in Article 1805.5), moving or rotating signs, trailer signs, portable signs, portable billboards, pennants, streamers, spinners, banners, flashing signs, projected images and animated signs, fluctuating lights, blinking lights, intermittent lights, string of lights, "A" frame signs and sandwich boards, gas-inflatable signs or devices, and other similar devices as specifically used for advertising purposes.
- Signs or advertising erected and maintained on trees or painted or drawn upon rocks or other natural features.
- No sign or billboard shall be painted directly upon the roof of any building or structure.
- Advertising devices that attempt, or appear to attempt, to direct the movement of traffic, or which interfere with, imitate, or resemble an official sign, signal, or device.
- No signs shall be posted, attached, mounted, or otherwise applied on traffic control signs, fences, street signs, traffic signal poles, utility poles, or any other unapproved supporting structure.
- No vehicle, trailer, or equipment of any type may be parked permanently for more than thirty (30) days on a business premises or a lot for the purposes of advertising a business, product, service, event, object, location, organization, or the like. A vehicle or trailer may be exempted from this restriction if the vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets when applicable, and actively used or available for use in the daily function of the business to which such signs relate. Vehicles and trailers shall not be utilized primarily as static displays, advertising a product or service, nor utilized as storage, shelter or distribution points for commercial products or services for the public.
- No sign shall be located on a vacant lot, EXCEPT for the purpose of advertising the lot for sale or lease, or for such purpose as the notification of a present danger or the prohibition of trespassing.
- Signs may not be installed in any public right-of-way unless specifically authorized by the County Engineer. Signs may not be installed in any utility easement.

NOTE:

1. Insure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #46-XXXX-XX-XXX. XXX, and Lot # can be obtained from the Allen County Auditor's Web Site. Type <http://allencountyohpropertytax.com/>. Put in your name, or address or parcel # to get the information.
2. Applications are reviewed on a case by case basis, and per Shawnee Township Zoning Resolution, the Zoning Inspector has a maximum of 30 days to render a decision on applications filed for review. Missing information will result in a delay in approving your application. Applications submitted with all the information are routinely approved in 72 hours.
3. Construction must be conducted within one year of being issued. After one year, and a new permit will be required to be issued. Permit fee will be ½ of the original cost of first permit issued.
4. Construction on property WITHOUT A PERMIT is in violation of Shawnee Township Zoning Resolution. Construction without a permit shall be subject to DOUBLE the permit fee if a permit is obtained within TEN-10 days of notification. Permit fee will be TRIPPLED for permit obtained after TEN-10 days of notification.
5. Any change in construction size, location, design or other significant design alteration shall be subject to stop work order / cease and desist order. An administrative fine of \$100.00 shall be initiated and every day the violation continues to exists shall be subject to a \$100.00 a day administrative fine being imposed upon property owner, for violation of Shawnee Township Zoning Resolution (519.99 ORC).
6. All applications must be sent electronically Zoning@shawneetownship.com. Fees are to be paid by means of check or money order made out to SHAWNEE TOWNSHIP. No cash will be accepted. Payment may be dropped off at the Shawnee Township Admin. Building, or Mail Box outside of Road / Zoning Offices, or mailed directly to Shawnee Township Administration Building c/o Zoning Department, 2530 Ft. Amanda Road, Lima, Ohio 45804. Permits, as well as copies of payment and receipt will be electronically returned back to applicant / owner.
7. All previous applications are VOID and only application revised after 01/15/2023 will be accepted. Old applications used, will NOT be considered and new application must be utilized for consideration.
8. Review Shawnee Township Zoning Resolution, Table 1810 Page 1 & 2 for specific sign requirements, approved zoning districts, set back requirements and additional restrictions.

| ZONING REVIEW: | |
|---|-------------------------|
| I HAVE CONDUCTED A REVIEW OF THIS APPLICATION, AS SUBMITTED BY THE APPLICANT AND/OR OWNER OF THE PROPERTY FOR CONSIDERATION AND APPROVAL FOR A CONSTRUCTION / ZONING CERTIFICATE PERMIT TO BE ISSUED BY THE ZONING AUTHORITY OF SHAWNEE TOWNSHIP. BASED ON THE INFORMATION PROVIDED, AS WELL AS REVIEW OF ALL RELEVANT DOCUMENTS THE DECISION TO ISSUE AN ZONING CERTIFICATE IS HEREBY: | |
| _____ GRANTED _____ MODIFIED _____ DENIED - OWNER TO REFER THIS DENIED APPLICATION TO THE SHAWNEE TOWNSHIP BOARD OF ZONING APPEALS FOR A VARIANCE CONSIDERATION OR CONDITIONAL USE PERMIT AFTER A PUBLIC HEARING ON THE MATTER. REASON: | |
| ZONING INSPECTOR: | DATE DECISION RENDERED: |
| | |