



SIGNAGE PERMIT APPLICATION

REVISED: 12/1/2024 T.A.L.

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: _____	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:				
Type of Sign				
<input type="checkbox"/> Real Estate Sign	<input type="checkbox"/> Real Estate On 15+ Acres	<input type="checkbox"/> Directional Sign	<input type="checkbox"/> Directional Sign Manufacturing	<input type="checkbox"/> Off Premises Directional Sign
<input type="checkbox"/> Name & Address Sign	<input type="checkbox"/> Temp. Community Event	<input type="checkbox"/> Grand Opening / Event	<input type="checkbox"/> Farm Sign	<input type="checkbox"/> Advertising Sign on Farm
<input type="checkbox"/> Business/Professional Sign	<input type="checkbox"/> Historical Sign	<input type="checkbox"/> Yard/Garage/ Moving	<input type="checkbox"/> Construction Sign-Single Residence	<input type="checkbox"/> Construction Sign-Major Structure
<input type="checkbox"/> Home Occupation Sign	<input type="checkbox"/> Property Control Sign	<input type="checkbox"/> Window Sign w/ Hours -Credit	<input type="checkbox"/> Signs in Window Display	<input type="checkbox"/> Subdivision Sign
<input type="checkbox"/> Free Standing Sign	<input type="checkbox"/> Business / Industrial Wall Sign	<input type="checkbox"/> Mobile Home Sign	<input type="checkbox"/> Canopy Sign .	<input type="checkbox"/> Menu Board
<input type="checkbox"/> Per. Subdivision ID Signage	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Projection Sign	<input type="checkbox"/> Under Canopy Sign	<input type="checkbox"/> Billboard
<input type="checkbox"/> Chg. Copy Sign	<input type="checkbox"/> Seasonal Business	<input type="checkbox"/> Joint Identification Sign	<input type="checkbox"/> ATM Sign	
<input type="checkbox"/> Gas Station / Pump Signage	Other: _____			

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 Resolution.

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

Review Shawnee Township Zoning Resolution Article XVIII "Signs and Outdoor Advertising Structures" for requirements.

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 Plan Drawing Is REQUIRED. Indicate N-North with Arrow.
- Submit one (1) copy of a site plan 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 engineer when required by the Ohio Building Code. Construction details and design must be reviewed and approved by the City of Lima Building Department before construction begins.
 - 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 the City of Lima Building Department, shall include the applicable fee and submittals required.

- Submit One-1 copy rendering of the proposed signage (Brochure)

NOTE:

1. Insure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers, and Lot Numbers can be obtained from the Allen County Auditor's Web Site.
2. Applications are reviewed on a case by case basis, and per the Shawnee Township Zoning Resolution, the Township 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.
3. Construction must be conducted within one year of being issued. After one year, and a new permit will be required to be 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 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.

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: