



**SIGN PERMIT APPLICATION**

Zoning Office, 304 Municipal Building, 318 Dorney Plaza  
Findlay, Ohio 45840, (419) 424-7108; Fax (419) 424-7120

**THIS APPLICATION MUST BE COMPLETED! LACK OF INFORMATION OR DETAILS ON PLANS WILL RESULT IN THE APPLICATION NOT BEING PROCESSED.**

**INSTRUCTIONS FOR ALL APPLICATIONS:** For new and replacement of all types of signage, or face changes, submit two site plans drawn to scale showing the property corners (as located in the field), actual size and shape of the lot, existing and proposed signage location. Elevation (face view) of all signage is required showing the height, width and depth. Replacing a face within an existing cabinet may submit a photograph with appropriate dimensions and site plan. Non-accessory (billboard) requires a vicinity map showing the closest billboard and distance from other billboards on both sides of the street.

Address of Construction: \_\_\_\_\_

**Existing Use of Property:** (occupant name): \_\_\_\_\_

**Proposed Use of Property:** (occupant name): \_\_\_\_\_

Corner Lot?  Yes  No If yes, give side street name: \_\_\_\_\_

Sign Cost \$: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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Applicant (if not Owner) Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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Other Ground Signs on property?  Yes  No If yes, show on site plan.

**APPLICATION REQUIRED FOR EACH TYPE OF SIGN – CIRCLE AND COMPLETE WHAT APPLIES**

New sign OR Face Replacement?

Advertising the use/business on the site? \_\_\_\_\_ Yes (complete accessory section) \_\_\_\_\_ No (complete non-accessory section)

Business Name: \_\_\_\_\_

**Accessory sign(s)**

Low Profile Way Finding Projecting Roof High Rise Directional Ground/Pylon Electronic Message Center Portable other

Width \_\_\_\_\_ X Length \_\_\_\_\_ = S.F. \_\_\_\_\_ Height above grade?: \_\_\_\_\_

**Non-accessory (off site advertising such as billboards)**

Width \_\_\_\_\_ X length \_\_\_\_\_ = \_\_\_\_\_ S.F. Digital? Yes/No

Number of panels \_\_\_\_\_ Size ea. \_\_\_\_\_ Height above grade? \_\_\_\_\_

Distance to existing non-accessory on either side of street? N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

Distance to Residential Zoned District? \_\_\_\_\_

=====  
**If the property is in the flood hazard area, a Flood Development Permit will also be required.**

As specified in Section 1165.08 and 1199.09 (falsification), I, the undersigned, do hereby certify that all of the above statements are true to the best of my knowledge, and understand that any deviation, change or alteration not included or shown on these plans will alter the approval so granted. I further understand that the permit, when issued, is valid for one year from date of issuance. Should the permit fail to be issued/obtained within 30 days from the date of approval, this application becomes null and void.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2/23/2016

Date received: \_\_\_\_\_

# For office use only!

Zoned: \_\_\_\_\_ Flood zone: \_\_\_\_\_ Corner Lot? \_\_\_ Yes \_\_\_ No

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Granted \_\_\_\_\_ Denied by: \_\_\_\_\_ Date \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee \$ \_\_\_\_\_

Application #: \_\_\_\_\_