

**PLANNING, ZONING & ECONOMIC DEVELOPMENT DEPARTMENT**  
 9184 State Route 43, Streetsboro, OH 44241 (330) 626-4942 Ext. 127 Fax (330) 626-4035

**SIGN REVIEW APPLICATION**

Date \_\_\_\_\_

*Project Address	Parcel #	Zoning District	
Applicant Name	Applicant Address	Phone #	Fax #
Company Name	Company Address	Phone #	Fax #
Property Owner	Property Owner Address	Phone #	Fax #
Name of Agent or Attorney (if applicable)	Address	Phone #	Fax#

Type of sign: \_\_\_\_\_

**By virtue of my signature below, I acknowledge all of the following:**

- (1) That I recognize it is my responsibility to submit a complete application and my failure to do so could subject this application to not being submitted for consideration by the Commission (see reverse side);
- (2) this request is for sign approval from the City Planning Commission;
- (3) should sign approval be given by the City Planning Commission, said approval does not authorize installation of the approved sign;
- (4) after receiving sign approval from the City Planning Commission, building permits must be applied for and received from the Building Department before the approved sign can be installed;
- (5) that the Planning and Zoning Department suggested that I talk to the Building Department as soon as possible to learn what additional procedures and fees will be requested by the Building Department after sign approval by the City Planning Commission;
- (6) design and installation of the approved sign must conform to all approved plans;
- (7) deviation from approved plans cannot occur without prior written consent of the City;
- (8) Unauthorized deviation from an approved plan will constitute "violation of the Zoning Code" and will allow the City to pursue any remedy available at law.

\*Please include copy of deed for subject property with application.

Applicant Signature	Date
Property Owner Signature	Date
Agent or Attorney Signature (include notarized statement)	Date

All application fees are accepted in cash or by check payable to the City of Streetsboro.

**All Fees are non-refundable (per Code Section 149.01)**

Rev Fee 04-28-05 Ord. 2005-47

(Staff use only)	
Date Received _____	Planning Commission Date _____
Fee Paid _____	Approved Y N
Receipt No. _____	

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## Complete Application Requirements

### 1159.03 ADMINISTRATION/APPLICATION AND PERMIT.

(a) All signs exempt by Section 1159.21 of this Chapter must obtain City Planning Commission approval before getting a Zoning Certificate or a building permit to construct, alter, replace or move a sign.

(b) Application Requirements. A complete application shall consist of all of the following:

- (1) An application form supplied by the Planning and Zoning Department that is filled out and signed by the person or entity that will own the sign and the person or entity who owns the property or their designee; and
- (2) An application fee per Chapter 149; and
- (3) Twelve copies of a site plan drawn to scale showing all of the following except for items waived by the Planning and Zoning Department:
  - A. The location and dimensions of the property's boundary lines and
  - B. Topographical lines for existing grade contours at two (2) feet intervals; and
  - C. The location of all buildings and structures, including fences, on the lot; and
  - D. The location and shape of driveways, parking spaces, curb cuts, and all other components of the vehicular circulation system; and
  - E. The location and shape of all easements and their purpose; and
  - F. The location, of all on site utilities apparatus, including poles; and
  - G. The location, dimensions, and description of all existing signage on the property; and
  - H. The sign design and layout proposed, including total area of the size, height, character, materials and color of letters, lines and symbols; and
  - I. Color photographs of existing buildings or colored rendering of proposed building; and
  - J. For illuminated signs, the number and types of lamps and lens material and a statement that the illumination of each sign will comply with the provisions in Section 1159.06.
  - K. Elevations, plans, specifications, and locations for proposed signs, including proposed lighting and landscaping. If a sign is proposed to be on a wall or fence, then the entire wall or fence section the sign will be attached to must be depicted showing the location of the sign and said wall fence; and
  - L. The elevations and plans required by h, above must depict all graphics, wording, numbers, and symbols to be displayed and must describe the nature of materials and the colors to be used for all components of the signs.
  - M. Details and specifications for construction, erection and attachment as required by the Building Code and the name of the sign contractor or company.
- (4) All other information deemed pertinent by the Planning Director.

**NOTE: 1159.19 SIGN SPECIFICATION PLATE**

All signs hereafter erected shall contain a two inch by four inch (2"x4") specification plate indicating the date of installation; the sign permit number, the primary voltage and the voltage and amperage of any electrical components in connection therewith. (Ord. 1998-104. Passed 8-4-98.)