

**CITY OF BROADVIEW HEIGHTS, OHIO
PLANNING COMMISSION
SIGN APPLICATION REQUIREMENTS**

Applicant shall provide **fifteen (15)** copies of the following:

- Sign the application and include the **\$100.00 (non-refundable) Planning Commission fee** with submission.
- The designs and colored layout of each sign proposed, including the total area of all signs and the area, height, character, materials, colors and type of lettering or other symbols of individual signs. Material samples may be requested.
- Photographs or drawings of the building for which the signs are proposed.
- A dimensional site plan and building elevation showing the exact locations of each sign in relation to the building and property lines. Also included shall be the dimensions of the width of the building or building unit face or faces.
- Details and specifications for construction, erection and attachment as may be required by the Ohio Building Code, including the name of the sign contractor or company.
- Landscaping plans for all ground signs.
- A written confirmation from the owner/property management company that the proposed sign submitted is approved.

The Planning Commission meets the Second and Fourth Wednesday of every month.

“The Planning Commission shall review and act on applications for permanent signs that exceed three (3) square feet, according to the standards set forth in this Chapter 1479 and the procedures set forth in all other ordinances of the City. The Planning Commission shall have the authority to grant any application which deviates from this Chapter but is determined to be reasonable considering the intent and regulations of this Chapter. ***When approved by the Planning Commission, the application shall be returned to the Building Commissioner who shall hold it for the applicant to apply for the appropriate permit. The decision of the Planning Commission shall be final.*** Any appeals shall be filed in the Cuyahoga County Common Pleas Court within thirty (30) days after the decision of the Planning Commission.”

**CITY OF BROADVIEW HEIGHTS, OHIO
PLANNING COMMISSION
SIGN REVIEW APPLICATION**

Date: _____

APPLICANT: _____

Address: _____

Phone: _____

E-mail: _____

Is this a NEW Business _____ or EXISTING Business _____

Approval Building Owner / Property Manager Signature: _____

| OFFICE USE ONLY | |
|------------------------|--------|
| PC FEE | 100.00 |
| PC APP. # | _____ |
| PC APP. RCPT # | _____ |
| SIGN APP. # | _____ |
| SIGN PERMIT FEE | _____ |
| SIGN APP RCPT # | _____ |
| SIGN PERMIT # | _____ |
| Landscape Deposit: YES | NO |

BUSINESS NAME ON SIGN: _____

To be erected at: _____

Building / Unit Frontage: _____ Feet

Business Owner: _____ Phone: _____

SIGN CONTRACTOR: _____ Phone: _____

Address: _____

City, State, Zip Code: _____

DESCRIPTION OF SIGN:

Type of Sign: _____

Width _____ Height _____ Area _____ sq. ft.

MATERIAL:

Face _____ Color _____ Letters _____ Color _____

Box _____ Color _____ Letters _____ Color _____

ILLUMINATION: Internal _____ External _____

Type of Lights _____

Note: All ground signs must include landscaping plans.

A \$200.00 landscaping cash bond shall be posted for all ground signs after the sign has been Approved. It is returnable after final inspection approval.

*****UPON BOARD APPROVAL A BUILDING PERMIT MUST BE OBTAINED.*****

Building Department: Zoning Status: _____ Size of Building: _____

Existing Signage: Ground _____ Bldg _____

Allowed Signage: Ground _____ Bldg _____

PLANNING COMMISSION APPROVAL: _____ Date: _____