



# Planning Commission Sign Application

The Building Department  
9543 Broadview Road • Broadview Heights, OH 44147  
440-526-6864

### Office Use / PC

Submittal Date: \_\_\_\_\_ Case #: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

### Case Status

Approved/ Not Approved/ Removed  
Date: \_\_\_\_\_

Existing Business or  New Business:

Existing Sign or  New Sign

**Please list the name of the existing or new business at the site/suite**

### Subject Site

Property Address \_\_\_\_\_ Auditor Parcel Number(s) (APN/PPN) \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Zoning District \_\_\_\_\_

### Property Owners Information

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
Property Owner(s) Signature For Approval \_\_\_\_\_

### Tenant(s) Information

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
Business/Tenant Owner(s) Signature For Approval \_\_\_\_\_

### Sign Contractor Information

Business Names \_\_\_\_\_ Point of Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Electrical Contractor Information

Business Names \_\_\_\_\_ Point of Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

# Sign Application Continued

A site plan showing the sign location, distance from R.O.W. and side property lines and a landscaping plan are **required**.

## **Sign Information:**

Business Name On The Sign \_\_\_\_\_

Building/Unit Frontage \_\_\_\_\_ Ft.

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**Dimensions/Illumination:** For MORE than 1 sign, name each sign (A) (B) (C) (D) etc.

**Sign "A":**     Wall                       Ground                       Monument  
\_\_\_\_\_ Width                      \_\_\_\_\_ Height                      \_\_\_\_\_ Area (Sq. ft.)

**Lights:**     Yes  No                       Internal     External     Both  
Type of Light: \_\_\_\_\_ Bright ness \_\_\_\_\_ Luminosity \_\_\_\_\_

**Material:**    Face \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_  
                    Box \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_

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**Sign "B":**     Wall                       Ground                       Monument  
\_\_\_\_\_ Width                      \_\_\_\_\_ Height                      \_\_\_\_\_ Area (Sq. ft.)

**Lights:**     Yes  No                       Internal     External     Both  
Type of Light: \_\_\_\_\_ Bright ness \_\_\_\_\_ Luminosity \_\_\_\_\_

**Material:**    Face \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_  
                    Box \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_

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**Sign "C":**     Wall                       Ground                       Monument  
\_\_\_\_\_ Width                      \_\_\_\_\_ Height                      \_\_\_\_\_ Area (Sq. ft.)

**Lights:**     Yes  No                       Internal     External     Both  
Type of Light: \_\_\_\_\_ Bright ness \_\_\_\_\_ Luminosity \_\_\_\_\_

**Material:**    Face \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_  
                    Box \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_

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**Sign "D":**     Wall                       Ground                       Monument  
\_\_\_\_\_ Width                      \_\_\_\_\_ Height                      \_\_\_\_\_ Area (Sq. ft.)

**Lights:**     Yes  No                       Internal     External     Both  
Type of Light: \_\_\_\_\_ Bright ness \_\_\_\_\_ Luminosity \_\_\_\_\_

**Material:**    Face \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_  
                    Box \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_

# Sign Application Continued

## Application Requirements

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application which can result in the case being removed from the agenda.

Submittal to the Planning Commission Secretary must be made on the due date. You must submit eighteen (18) packets which consist of the application and all supporting/corresponding paperwork. It must be collated and stapled or clipped in individual sets. The application, packets and money must be in by 1:00 pm of the deadline date.

The packet documents order;

- \* 1st page: application
- \* 2nd page: site drawing / project plans
- \* 3rd page; property owner, neighbor or building owner approval
- \* 4th & additional pages: all other documents

Applicant shall provide the following:

- \* The Planning Commission Sign Application
- \* Sign fee of \$100.00 (non-refundable)
- \* Fees can be paid by cash, check or credit card (\$0.50 minimum charge & 3.5% service charge). Cash and credit cards are only accepted in person.
- \* 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. Distance from R.O.W. and distance from side property lines is required.
- \* 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 shall review and act on applications for permanent signs that exceed three (3) square feet, according to the standards set forth in Chapter 1328 and the procedures set forth in all other ordinances of the City of Broadview Heights. **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.”

### **TEMPORARY SIGNS:**

Must have:

- \* Fee of \$30.00
- \* Picture of the temporary sign/banner
- \* Drawing showing location and distances from right of way line and side property lines
- \* Shall be permitted for a period of 30 days