



Application for a Sign Permit

Date: _____

Name of Applicant: _____ Daytime Phone No. _____

Applicant Mailing Address: _____

Property Address: _____ Present Use: _____

Name of Property Owner (if different from Applicant) _____

Zoning District _____

Type of Sign: Wall Mounted Projecting Ground Pole
 Temporary Balloon Other _____

Wording on proposed sign: _____

Describe location, property owners name (where signs will be located), number of signs, size (including length, width, and height), and any other information you feel is important:

Are there existing signs? List number of existing signs, size and wording: _____

Applicant Signature

Approved by: _____ Date: _____

Temporary signed approved beginning: _____ Ending: _____

Comments: _____

Design Review Board approval needed? Yes No. The Design Review Board meets the first Thursday of each month at Village Hall at 6:30 p.m. If you are applying for a permit in the downtown area, you must appear before the Design Review Board and a separate application is required one week prior to the meeting.

Sign Permit Application and Check List

Please complete the attached Application and supply the following documents to the Building & Zoning Department. A thoroughly completed Application with the required documents will provide the Zoning Department with the information required to return a well-informed decision.

- Completed Application (page 2)
- Color photographs of the building and area where the sign is to be located.
- Elevation drawings of the proposed sign location, drawn as near as possible to scale and being easily understandable, including windows and doorways, roof lines, current signage and all other related changes.
- Drawing showing the design proposed; the size, character and color of letters, lines and symbols; method of illumination; the exact location of the sign in relation to the building and property lines; and the details and specifications for construction.
- Submit description of the proposed materials to be used.
- Submit a color board showing proposed colors of sign, lettering, and any logos
- Any other items you feel are necessary to help the Zoning Department make it's decision.
- Name of sign contractor/company _____

All items listed above must be submitted to the Building & Zoning Department. Incomplete applications will be returned to the applicant. Please supply any additional information that you feel is pertinent to the request. Approvals are valid for six months from the time the approval is granted.

Chapter 1259 "Signs" of the Whitehouse Codified Ordinances is available at www.whitehouse.ohio.gov. A copy of the current Rate and Fee Schedule is also available on the website. If you have any questions or need assistance, please contact the Building & Zoning Department at 419-877-5383.

For office use only:

Sign Permit Fee Paid: \$ _____ on _____

_____ Design Review Board approval needed? Next meeting date: _____