

# Sign Zoning Permit Application

Form Revised July 24, 2019



**The City of Urbana**  
**Department of Zoning and Compliance**  
 205 S. Main St., Urbana, Ohio 43078  
 (937) 652-4325 | www.urbanaohio.com

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

Fee paid: \_\_\_\_\_

Permit number: \_\_\_\_\_

**Permit required.** A Zoning Permit approved by the Zoning Inspector is required before any sign is erected, moved, added to, or structurally altered. Changing of movable parts designed for such, repainting, or reposting of display material is exempt.

**Expiration.** Zoning Permits expire if work does not begin within 1 year or if it is not more than 50% complete within 2.5 years of the date of the Zoning Inspector's approval.

## I. APPLICANT INFORMATION

**APPLICANT: Complete this section.**

Property Owner	<input type="text"/>	Owner Phone	<input type="text"/>
Owner Address	<input type="text"/>	Owner Email	<input type="text"/>
Contractor	<input type="text"/>	Contractor Phone	<input type="text"/>

## II. PROPERTY DESCRIPTION

**APPLICANT: Complete this section.**

Address	<input type="text"/>	Parcel number(s)	<input type="text"/>
Subdivision	<input type="text"/>	Lot number(s)	<input type="text"/>

**Exhibit A:** Attached is a copy of the property deed, legal description, and plat map section from the County Recorder.

Lot width along right-of-way (ft)	<input type="text"/>	Lot depth from right-of-way (ft)	<input type="text"/>	Lot size (sq ft)	<input type="text"/>
Lot type	<input type="checkbox"/> Corner lot	<input type="checkbox"/> Interior lot	<input type="checkbox"/> Through lot		
Building width along right-of-way (ft)	<input type="text"/>	Total area of existing signs* (sq ft)	<input type="text"/>		

**Exhibit B:** Attached is a section of the Zoning Map showing the Zoning District from the Zoning Inspector.

Zoning district	<input type="text"/>	Overlay	<input type="text"/>	Existing land use	<input type="text"/>
-----------------	----------------------	---------	----------------------	-------------------	----------------------

**Exhibit C:** Attached is a section of the special flood hazard area, a FIRMette, from the Zoning Inspector.

<input type="checkbox"/> The property is within the special flood hazard area.	<input type="checkbox"/> The property is not within the special flood hazard area.
--	--

## III. APPLICANT'S PROPOSAL

**APPLICANT: Complete this section.**

Building sign	<input type="checkbox"/> Wall	<input type="checkbox"/> Blade	<input type="checkbox"/> Projecting	<input type="checkbox"/> Awning/ Canopy	<input type="checkbox"/> Identification	<input type="checkbox"/> Window	
Freestanding sign	<input type="checkbox"/> Monument	<input type="checkbox"/> Pole/Pylon	<input type="checkbox"/> Directional	<input type="checkbox"/> Temporary***			
Sign face width (ft)	<input type="text"/>	Sign face height (ft)	<input type="text"/>	Sign face area* (sq ft)	<input type="text"/>	Structure height (ft)	<input type="text"/>

**Exhibit D:** A rendering drawn to scale is attached that depicts: 1) sign face shape and dimensions 2) sign base\*\* shape and dimensions 3) sign structure height from grade to top 4) sign design, materials, and colors 5) height\* of any freestanding sign 6) distance from bottom of any projecting sign to grade 7) structural supports and electrical\*\*\*\* components 8) location where sign is proposed

**Exhibit E:** A set of plans drawn to scale is attached that depicts: 1) lot shape and dimensions 2) labeled property lines 3) size and location of existing structure 4) size and location of all proposed freestanding signs

Nearest point of structure to property lines	Front (ft)	<input type="text"/>	Side (ft)	<input type="text"/>	Side (ft)	<input type="text"/>	Rear (ft)	<input type="text"/>
--	------------	----------------------	-----------	----------------------	-----------	----------------------	-----------	----------------------

Estimated cost of construction	<input type="text"/>	Applicant initial	_____
--------------------------------	----------------------	-------------------	-------

\*Total area is the area enclosing the perimeter of all cabinets/modules of a sign with a single, continuous, convex geometric shape. \*\*Base shall be screened on all 4 sides by landscaping. \*\*\*Temporary signs may only be permitted twice per year for a duration of up to 30 days. \*\*\*\*Animated signs are prohibited.

**IV. INFORMATION TO APPLICANT****APPLICANT: Read this section.**

To complete to scale plans, several websites may be of assistance:

- Google SketchUp: <http://sketchup.com>
- Fence Center: [www.fencecenter.com/estimator/default.aspx](http://www.fencecenter.com/estimator/default.aspx)
- Floor Planner: [www.floorplanner.com](http://www.floorplanner.com)
- Artifice: [www.artifice.com/free/info.html](http://www.artifice.com/free/info.html)

Other permits/licenses may be required. Among others, contact:

- Contact OUPS before any digging. Call (800) 362-2764.
- All contractors must be registered. Call (937) 484-1602.
- Building permits may be required. Call (937) 484-1602.
- File this permit with the County Auditor. Call (937) 484-1600.

**V. APPLICANT AFFIDAVIT****APPLICANT: Complete this section.**

This is my application for a Zoning Permit. I have the authority to file this application, have read this application in its entirety, and certify the information contained herein and all attachments are correct to the best of my knowledge. I understand that I am solely responsible for the information contained herein and that all structures shall be built exactly as stated in this application and be compliant with the Planning and Zoning Code. I understand this application may be denied or that any permit issued based on this application may be revoked.

\_\_\_\_\_  
Property owner's signature Date

**VI. ENGINEERING DEPARTMENT****CITY: Complete this section.**

Proposal meets the requirements of Design Standard 1167.18 Vision Clearance on Corner Lots.

Remarks:

\_\_\_\_\_  
City Engineer's signature Date

**VII. BOARDS & COMMISSIONS****CITY: Complete this section.**

Proposal requires Board & Commission approval.    
 Board of Zoning Appeals (Sec. 1105.06)    
 Planning Commission (Sec. 1110.01, Chap. 1127)    
 Design Review Board (Sec. 1112.04)

Reviewed by Boards & Commissions.

Case(s)

**VIII. ZONING DIVISION****CITY: Complete this section.**

This application is  Approved  Rejected

Remarks, conditions, or variances:

\_\_\_\_\_  
Zoning Inspector's signature Date