



City of South Euclid
Building Department
1349 South Green Road
South Euclid, Ohio 44121
216-381-0400/Fax: 216-291-4959

Application For Sign Permit

Project Address: _____ Date: _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number: _____ Fax Number: _____

Estimated cost of job _____ Check No. _____ Cash _____

Name & Address of Owner _____

Phone Number: _____ Fax Number: _____

Building Frontage _____ Side (corner lots) _____ Type of Sign _____

Length _____ Width _____ Area _____ Thickness _____ Weight _____

Number of lights _____ Height above walk _____ Location of sign _____

Locations and square footage areas of all existing signs on site, the adjacent parcels and parking lots, drives and sidewalks _____

Building setbacks _____ Lot width _____ Style of lettering _____

Colors of the applied lettering and background _____

Describe materials of the sign, frame or structure _____

Describe the anchorage & construction of the structure to which the sign is to be fastened _____

Describe what the sign is to advertise _____

Who is to erect the sign? Name _____ Address _____

New Sign: Com'l \$40 per face, plus \$.45 per square ft /Residential: \$30 per face plus \$.35 per sq ft

Relocated, altered size, altered advertising copy, Com'l: \$30 per face / Residential \$20 per face

Restored or repaired with no change in size, location or advertising copy, No charge

Note: An electrical permit is also required for electric signs.

There is an additional application and fee of \$25.00 for the review by the Architectural Review Board

I certify that these facts are true. Any permit granted as a result of the statements made on this application will become void if it is found that these statements are not true and any signs erected will be removed.

Signature of the Applicant

Signature of the Building Owner

(Office Use Only)

Zoning Class _____

Sign area permitted _____

Application #: _____ Sent to ARB _____

Meeting Date _____

Signature of Building Commissioner

Date

SIGN PERMIT CRITERIA

Application Requirements: An application for a sign permit shall be made to the Zoning Administrator on the form provided. The application shall include six (6) copies; depicting the actual colors of the building and sign, either drawing or photo. The application shall present the sign in a manner which best illustrates how the sign shall be experienced by the public after it is erected on the site. Specifically, the application shall include:

- (1) A complete site plan or photograph showing the location of the sign and its relationship to the building, the building setbacks and lot width, the locations and square footage areas of all existing signs on site, the adjacent parcels and parking lots, drives and sidewalks.
- (2) Detailed drawings showing the design of the sign, including size, content, style of lettering, logo and other graphic features, colors of the applied lettering and background, materials of the sign and the frame or structure, and approximate weight of the sign;
- (3) Construction, erection or fastening details, including wattage of electric lamps or illuminating tubes, if applicable;
- (4) A detailed landscape plan of the sign site location; and
- (5) A permit fee for each sign application, as established by City Council.

When any person other than the owner of the property submits a sign application, the owner of the property or a designated agent for the owner shall also sign such application.

Issuance of Permits:

- (1) The applicant shall submit the sign application to the Zoning Administrator for review. The Zoning Administrator shall determine if the proposed sign is in full compliance with the requirements of this Zoning Ordinance.
- (2) Upon acceptance of the application, the Zoning Administrator shall submit the application to the Architectural Review Board for its review and recommendation pursuant to the procedures and requirements set forth by Section 770.07, *Sign Design and Construction Criteria* and when applicable, the Planning Commission for site plan and/or conditional use review.
- (3) The Zoning Administrator shall not issue a permit for a proposed sign unless the application complies with all requirements of this Chapter and all other applicable ordinances of the City, and has received the approval of the Zoning Administrator, Architectural Review Board, and when applicable, The Planning Commissioner and/or City Council.

Validity of Permit: If the work authorized under a sign permit has not been initiated within one (1) year after the date of issuance, the permit shall become null and void.



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Application for Examination of Plans by the Architectural Review Board (ARB)

Project Address: _____ **Date:** _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number: _____ **Fax Number:** _____

E-mail: _____

Name of Owner (if different than applicant) _____

Address of Owner: _____

Phone Number: _____ **Fax Number:** _____

Construction of New Buildings. (*Except Appurtenant Buildings and Structures; Planned Unit Residential Developments*) Per building \$150.00

Planned Unit Residential Developments _____ **Number of Dwelling Structures**
Base fee for review of the overall concept & common areas \$120.00 Plus
Per **each** new dwelling structure
One to Four Dwelling Structures \$65.00
Five to Ten Dwelling Structures \$55.00
Eleven or more Dwelling Structures \$45.00

Construction of Additions/Exterior Alterations to Buildings and Structures. (*Except Appurtenant Buildings and Structures.*) per Building \$100.00

New Construction/Addition to/Exterior Alteration to Appurtenant Buildings & Structures. Base Fee \$40.00

Signs, Fences & Screening of Refuse Storage & Pick-up facilities \$25.00

All other plans required to receive approval of the ARB. \$40.00

Signature

Application #: _____ **Sent to ARB** _____ **Meeting Date** _____