



6701 GREENWICH ROAD  
P. O. BOX 750  
WESTFIELD CENTER, OH 44251  
330-887-5151

**APPLICATION FOR SIGN PERMIT**

A Zoning Permit is required before the construction and/or placement of sign begins. The Zoning Inspector must approve the application and all appropriate fees (Exhibit V, Fee Schedule) must be paid before the permit will be issued.

APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

APPLICATION FOR (CIRCLE APPLICABLE ITEM): TEMPORARY SIGN          PERMANENT SIGN

DESCRIPTION AND TOTAL SQUARE FOOTAGE OF PROPOSED SIGN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

***The lot and location of proposed building/structure shall be staked out on the ground before excavation or construction has started. To ensure your application will not be returned as incomplete, please attach the following documentation:***

**TEMPORARY OR SPECIAL EVENT SIGNS ONLY**

*NOTE: TEMPORARY SIGNS AND SPECIAL EVENTS SIGNS ON A GIVEN PREMISES SHALL BE PERMITTED FOR A PERIOD OF TIME NOT TO EXCEED **SEVEN (7)** CONSECUTIVE DAYS (1280.11.B).*

DATE SIGN TO BE INSTALLED: \_\_\_\_\_

DATE SIGN TO BE REMOVED: \_\_\_\_\_

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

**TWO (2) COPIES:** SITE PLAN SHOWING THE DIMENSIONS OF THE LOT; DIMENSIONS OF THE SIGNAGE; THE SETBACKS SHOWING THE EXACT PLACEMENT OF THE SIGN ON THE LOT.

**TWO (2) COPIES:** CONSTRUCTION PLANS.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING INSPECTOR

PERMIT EXPIRES: \_\_\_\_\_

REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING INSPECTOR

VARIANCE REQUIRED INCLUDING APPLICABLE SECTION OF ZONING CODE: \_\_\_\_\_

**OFFICE USE ONLY**

**RECEIPT OF FEES:**

<b>FEE</b>	<b>PAYMENT METHOD</b>	<b>DATE PAID</b>	<b>PAY-IN NUMBER</b>

Cc: Income Tax Department

Cc: Medina County Auditor

Revised 2018

