



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

APPLICATION FOR SIGN PERMIT
TEMPORARY OR PERMANENT SIGNS

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 EMAIL ADDRESS: _____
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 EMAIL ADDRESS: _____
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:

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

Cc: Income Tax Department

Cc: Medina County Auditor

Revised 2019