

SIGN PERMIT APPLICATION
Village of Van Buren
Attention: Michael Julien—Zoning Inspector
316 East Walnut Street, North Baltimore, OH 45872-1275
Phone (419) 257-3369

THIS APPLICATION MUST BE COMPLETED! LACK OF INFORMATION OR DETAILS ON PLANS WILL RESULT IN THE APPLICATION NOT BEING PROCESSED.

INSTRUCTIONS FOR ALL APPLICATIONS: For new and replacement of all types of signage, or face changes, submit two site plans drawn to scale showing the property corners (as located in the field), actual size and shape of the lot, existing and proposed signage location. Elevation (face view) of all signage is required showing the height, width and depth. Replacing a face within an existing cabinet may submit a photograph with appropriate dimensions and site plan. Non-accessory (billboard) requires a vicinity map showing the closest billboard and distance from proposed signage.

Address of Construction: _____

Lot number and Subdivision: (deed description) _____

Existing Use of Property: (occupant name): _____

Proposed use of Property: (occupant name): _____

Corner Lot? Yes No If yes, give side street name: _____

Design Review Board Approved? Yes No Sign Cost \$: _____

Owner: _____ Contractor: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State Zip: _____

Phone: _____ Phone: _____

Applicant (if not owner): _____ Day Phone: _____ Other # _____

Other Ground Signs on property? Yes No If yes, show on site plan.

APPLICATION REQUIRED FOR EACH TYPE OF SIGN – CIRCLE AND COMPLETE WHAT APPLIES

New sign OR Face Replacement? Face lit? Back lit? no lighting?

Advertising the use/business on the site? Yes (complete accessory section) NO (complete non-accessory section)

Accessory sign(s)

Window Wall Roof Home Occupation Banner Directional Ground/Pylon Temporary Sign

Width _____ X Length _____ = S.F. _____ (max. 50) Height above grade?: _____

Ground/pylon: Distance to adjacent Residential District? _____ side _____ side _____ rear

Increased area for B-1, B-2 = Lot frontage _____ Ft. x 0.50 = _____ S.F (300 S.F. max per face)

Increased area for B-3 = Lot frontage _____ Ft. x 0.75 = _____ S.F (300 S.F. max per face)

Increased area for B-4 = Lot frontage _____ Ft. x 0.75 = _____ S.F (600 S.F. max per face)

Non-accessory (off site advertising such as billboards)

Width _____ x length _____ = _____ s.f.

Number of panels _____ Size ea. _____ Height above grade? _____
 (4 max.) (300 s.f. max)

Distance to existing non-accessory same side of street? Side _____ Side _____ Rear _____

Distance to Residential Zoned District? Side _____ Side _____ Rear _____

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If the property is in the flood hazard area, a Flood Development Permit will also be required.

I, the undersigned, do hereby certify that all of the above statements are true to the best of my knowledge, and understand that any deviation, change or alteration not included or shown on these plans will alter the approval so granted. I further understand that the permit, when issued, is valid for one year from date of issue. Should the permit fail to be issued/obtained within 30 day from the date of approval, this application becomes null and void.

Signature: _____

Date: _____

For Office Use Only

Zoned: _____ Flood zone: _____ Corner Lot? ___Yes ___No
 Design Review? ___Yes ___No = Approval Date? _____ Condition complied? ___Yes ___No

Accessory Signs:

A, B, C Res – use other than dwellings:	18 s.f./face	36 s.f. two face	one sign
C Res – Rental/management office:	6 s.f./face	12 s.f. total area	one sign
C Res – Multi Family Housing:	50 s.f. total	100 ft total A/B Res	one sign
B-1 – All uses except A, B, C, Res:	50 s.f./face	2 faces 100s.f.	one Sign
B-2 – All uses except A, B, C, Res:	50 s.f./face + ft. frontage (0.50)= _____ s.f. (300/face max)		one sign
All above:	10' to all lot lines? OK Not Zone district height = _____ OK Not		
	100' to Res. Dist: OK Not Light Direction: OK Not		Clear View
B-3 – All uses (no pyramid):	50 s.f./face + _____ ft Frtge (0.50) = _____ s.f. (300 sf/face max)		one Sign
6' to curb	10' above walk	1' max above bldg	10' rear and side Clear View
100' to residential:	OK NotDist. Height= OK Not		Light Direction: OK Not

B-4 – All uses uses (no pyramid): _____ ft Frtge (0.75) = _____ s.f. (300 sf/face max, 600 s.f. total) one Sign
 200 Ft to res. Dist: OK Not Dist Height = 75' OK Not Clear View
 setback: 75' street 25' Side/Rear and 1 for 1 over 25' high Light Direction? OK Not

I-1, I-2 Unlimited Size	Setback – 20' front	10' side and rear	Light Direction? OK Not	one Sign	Clear View
TA-O 50s.f. max	10' lot lines/curb	Light Direction? OK Not		one sign	
Directional 2s.f.	2 faces/2s.f. each	2' height	5' lot line/curb	Clear View	
Home occc.	2 s.f.	2faces/2s.f. each	4' height	10' all lot lines	Clear View one sign
Directional	2 s.f.	2 faces/2s.f. each	2' height	I-1 & 2	3' height

Non-Accessory sign:

B-2, B-3 – 300 s.f./face 4 face (panel)/structure = 1200 s.f. max 500' spacing same side
 300' to res. Dist. with lighting (n/a across major thorofare) 125' to res. Dist. no lights and 30' max height (n/a across major thorofare)
 district height= _____ OK Not Lighting Direction: OK Not Clear View
 setbacks: Front(b2-30') _____ Side (b2-10') _____ Side (b2-10') _____ rear (b2-10') _____

I-1, I-2 – 300 s.f./face 4 face (panel)/structure = 1200 s.f. max 500' spacing same side Clear View
 300' to res. Dist. with lighting (n/a across major thorofare) 125' to res. Dist. no lights and 30' max height (n/a across major thorofare)
 district height= _____ OK Not Lighting Direction: OK Not

Multiple message signs (billboard)

Permitted in B-2, B-3, I-1 & I-2 with those restrictions. 1000' to same device, message held 8 seconds, 3 seconds to change message, malfunction freeze devise, conversion of existing billboard allowed only if spacing complies to current code.

Granted / Denied By: _____ Date _____

Conditions / Comments:

Fee \$ _____

Application # _____