



## APPLICATION FOR SIGN PLAN APPROVAL

**Perkins Township Community Development 2610 Columbus Avenue, Sandusky, OH 44870**

This application form is only for signs and may require seals of Ohio registered design professionals per section 106.2 OBC. Please complete all sections of the application. See the checklist on the reverse (pg. 2) for information on submittal documents required. Please use blue or black ink.

<b>Exact address of project:</b>			
Brief description of the scope of work: <i>(use additional paper if necessary)</i>			
<b>Property Owner:</b>		Attention:	
Address:		City, State, Zip:	
Phone:		E-Mail:	
<b>Leasee:</b>		Attention:	
Address:		City, State, Zip:	
Phone:		E-Mail:	
<b>Submitter/Contractor:</b>		Attention:	
Address:		City, State, Zip:	
Phone:		E-Mail:	
Building Frontage: _____ lineal ft.	Zoning District: <input type="checkbox"/> C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> I-1 <input type="checkbox"/> I-2 <input type="checkbox"/> PUD <input type="checkbox"/> PBO <input type="checkbox"/> Other: _____		
Freestanding Signs (mark all that apply and list square footage to the right) <input type="checkbox"/> Single Face <input type="checkbox"/> Double Face			
<input type="checkbox"/> Ground – Sq. Ft. _____ <input type="checkbox"/> Monument – Sq. Ft. _____ <input type="checkbox"/> Pylon/Pole – Sq. Ft. _____			
Building Signs (mark all that apply and list square footage to the right)			
<input type="checkbox"/> Marquee - Sq. Ft. _____ <input type="checkbox"/> Wall – Sq. Ft. _____ <input type="checkbox"/> Roof – Sq. Ft. _____			
<input type="checkbox"/> Projection – Sq. Ft. _____ <input type="checkbox"/> Canopy – Sq. Ft. _____			
Material: <input type="checkbox"/> Electric <input type="checkbox"/> Neon <input type="checkbox"/> Metal <input type="checkbox"/> Wood			
<input type="checkbox"/> Plastic <input type="checkbox"/> Other: _____ <i>(Electric may require additional approvals)</i>			
Is this application related to another project currently or recently submitted for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide the application/CPA number:			
Cost of work/this application ( <i>labor &amp; materials</i> )		\$ _____	Total Sq. Ft. _____
Total number of: Free Standing Signs _____ Building Signs _____ Face Change only Signs _____			
<b>Zoning Fees to be paid:</b>			
Face Change ONLY \$25 per Sign			\$ _____
Zoning Review - Free Standing Signage: \$100			\$ _____
Freestanding Signage _____ sq. ft. X \$0.10			\$ _____
Zoning Review - Building Signage: \$100			\$ _____
Building Signage _____ sq. ft. X \$0.10			\$ _____
<b>*Total Zoning fees:</b>			<b>\$ _____</b>
<b>Ohio Building Code (OBC) Fees to be paid:</b>			
Each Free Standing Sign \$125			\$ _____
Free Standing Sign OBC Plan Review \$100			\$ _____
Each Building Sign # of Signs _____ X \$125			\$ _____
Building Sign OBC Plan Review \$100			\$ _____
<b>Sub-total of Building fees:</b>			<b>\$ _____</b>
<b>3% X sub-total of OBC fees (To be paid to the Ohio Board of Bldg Standards)</b>			<b>\$ _____</b>
<b>*Total Building Fees:</b>			<b>\$ _____</b>
<b>*Total Zoning &amp; Building Fees:</b>			<b>\$ _____</b>
I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner and all information contained in this application is true, accurate and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.			
Signature: _____			
Print or type the name of the signer: _____			
Date signed: _____			
<b>Fees are due at submittal.</b>			
Fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check – List check # _____ Checks are payable to: Perkins Township <input type="checkbox"/> Credit Card			
Transactions paid using a credit or debit card shall be subject to a non-refundable convenience fee equal to five percent (5%) of the amount of the transaction to be added to the total amount otherwise to be paid.			
*****THE AREA BELOW IS FOR OFFICIAL USE ONLY*****			
<input type="checkbox"/> Walk In <input type="checkbox"/> Mail In <input type="checkbox"/> E-Mail		Date Received: _____	Processed by: _____
Zoning Approval: _____		Title: _____	Date: _____
OBC Approval: _____		Title: _____	Date: _____

## PLAN SUBMITTAL CHECKLIST SIGNAGE

The following information shall be provided on all documents submitted for Plan Approval for Signage:

### **ALL SIGNS requirements:**

- Provide a brief description of the scope of work. If this project is related to another building construction project currently or recently submitted for permit review, please provide the name and project application number for the other project on this in the space provided.
- Explanation of Use (type of business)
- Provide written consent from the owner of the property upon which the sign is to be placed.
- Two (2) sets of site or plot plans and one electronic with the following information are required.

### **Zoning Requirements for face change only** (in addition to the ALL SIGNS requirements):

- Drawing showing the existing sign and the proposed sign.

### **Zoning Requirements for free standing signs** (in addition to the ALL SIGNS requirements):

- Elevation sketch with dimensions.
- Show property lines, set-backs, utilities and distances from buildings and structures.
- Drawing indicating the location and size of all other signs on property.

### **Zoning Requirements for building signs** (in addition to the ALL SIGNS requirements):

- Drawing shall include the location, dimensions and sq. ft. of all signs on property (new and existing).
- Exterior elevation showing the lineal foot of the frontage of the unit/building for signs which will be placed on the building.

### **Required for Ohio Building Code (OBC)** (not required for face change only & in addition to the ALL SIGNS requirements):

- Elevation sketch for freestanding signs with dimensions.
- Provide structural information in accordance with the current OBC showing footer & foundation details, structural details, cross sections, wall sections, details including typical connections as required to fully describe the construction. Indicate the required design live loads such as wind, snow and seismic loads.
- Provide electrical information in accordance with the current OBC and the current NEC (National Electric Code, NFPA 70). Verify source of service, disconnecting means and grounding methods if sign is illuminated.
- Provide manufacturer's specifications, shop drawings and details. Plans and specifications for the signage shop drawings including installation details and material and fastener specifications.
- All structural steel welded and bolted connections, as well as deep caisson or pier reinforcing steel shall require special inspections. Provide names of the certified individuals and the respective inspections that they will be responsible for.

# ELECTRONIC MESSAGE BOARD REQUIREMENTS

As the business owner or operator of the Electronic Message Board Sign, I hereby certify that I am aware of the Perkins Township Zoning Resolution Sign regulations for Electronic Message Board Signs and understand the following.

(Initial each)

\_\_\_\_\_ Any electronic message displayed shall remain UNCHANGED for a minimum of eight (8) seconds prior to switching messages.

\_\_\_\_\_ The following display types are may cause revocation of the sign permit it the Zoning Inspector determines that animation or motion of images and messages is too fast and distracting

\_\_\_\_\_ The maximum luminance produced by the sign shall not exceed 10,000 nits during daylight sunrise to sunset and no more than 500 nits at night from sunset to sunrise

\_\_\_\_\_ The sign shall be equipped to freeze a black screen if a malfunction occurs

\_\_\_\_\_ The sign owner must immediately stop the display when notified by the Zoning Inspector that the sign is not complying with the standards of the sign ordinance.

\_\_\_\_\_ Electronic Message Board Signs shall meet the size and placement requirements of the Sign regulations within the Zoning Ordinance with the exception that electronic Message Boards are not allowed within 500 feet of a residentially zoned property

\_\_\_\_\_ Perkins Township Community Development may conduct random signage assessments to ensure compliance with all sign regulations

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Business Owner
- Sign Operator

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title/Position