



Planning & Zoning Permit Application

Sara Kline, Mayor

Department of Planning & Development • 3760 Darrow Road • [330] 689-2819 • [330] 689-2827 [fax] • rkurtz@stow.oh.us

Please complete Parts 1 & 2, then complete relevant section of under Part 3 depending on application type.

Part 1 – Application Type

Date

PLANNING COMMISSION	SIGN - TEMPORARY	SIGN - PERMANENT
TEMPORARY COMMERCIAL SALES	HOME OCCUPATION	

Part 2 – Applicant/Business/Property Owner Information

Applicant		
	Printed Name	Signature
Company Name		
Address		
E-mail		Phone #
Project / Business Name		
Project Address & Unit #		
Property Owner (Printed Name & Company)		
Property Owner Signature*		Phone #

**Authorization letter may be substituted for signed form*

Part 3

A. Planning Commission Hearing

Nature of Request	
Reason for Emergency Legislation (Required)	

B. Signs

Permanent Sign	Temporary (Mobile)	Temporary (Banner)			
Date of Installation	Date of Removal				
#	Location (east wall, etc.)	Area of Sign (sq. ft.)	Height (feet)	Setback from R.O.W.	Setback from Side Lot line

C. Temporary Commercial Sales

Location and Nature of Sale of Goods				
Dates of Sale	Start Date		End Date	
Business Hours of Sale	Start		End	
Please attach a site plan showing location of goods for sale, and if property owner has not signed Part 2 of this application, please attach the property owner's permission.				
ALLOW AT LEAST TEN (10) WORKING DAYS FROM SUBMISSION OF APPLICATION TO APPROVAL.				

D. Home Occupation

Type of Business				
	Initial		Renewal	
Approximate Area of Home Occupation Use (sq. ft.)				
Will there be storage of material or warehousing on-site?				
If so, please describe the type and quantity of material to be stored				
Will there be any employees who are not residents?		Yes	If yes, how many?	No
Will there be customers visiting the residence?		Yes	If yes, by appointment?	No

To be completed by Department staff

Date:		Fee:		Date Paid:		Zoning District:	
Inspections Required/Copies Sent to:		Planning		Engineering		Building	
		Zoning		Police		Fire	
Date & Time Inspections:							
Inspector:							
Required Attachments Submitted:		Map/Site Plan		Written Permission			
Permit Approval:	<i>Signature & Date</i>						
Comments/Conditions							

PROCEDURE FOR OBTAINING A TEMPORARY SIGN PERMIT

1. Complete the sign permit application and submit it to the Planning Department along with \$25 Permit Fee.
2. Planning Department will review the application. If the sign complies with the zoning code, the permit will be issued and mailed to the applicant. If not, the Planning Department will notify the applicant.
3. Please note the following limitations:
 - a. No inflatable advertising.
 - b. No flashing, directional arrows or intermittent lighting.
 - c. Sign shall be located at least 10 feet from the right-of-way (NOT CURB)
 - d. Businesses shall be permitted to place a temporary sign a total of 60 days in a calendar year in increments of not less than 15 days.
 - e. A new permit shall be required for each non-consecutive time period.

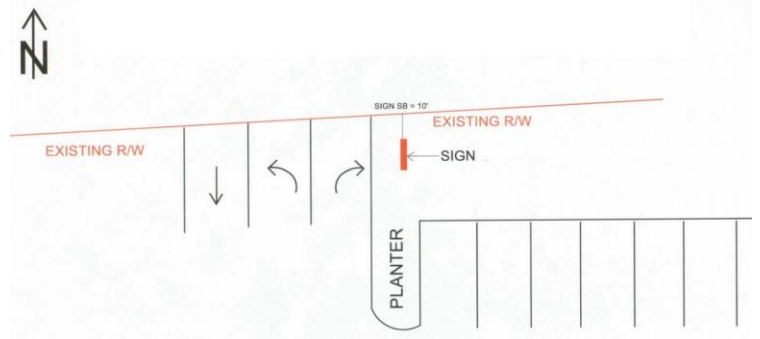
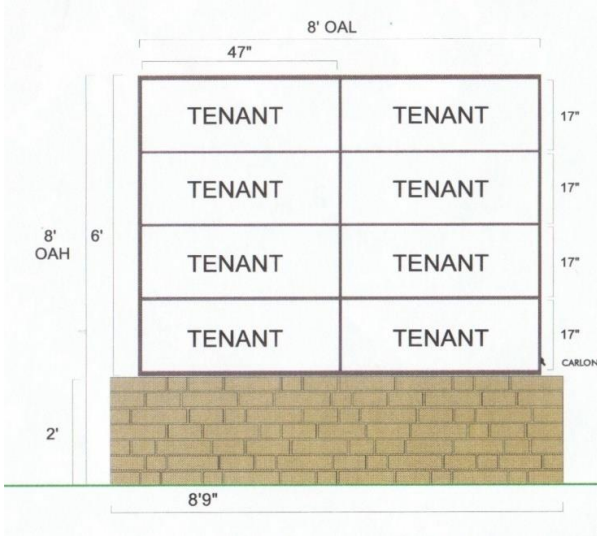
PROCEDURE FOR OBTAINING A PERMANENT SIGN PERMIT

1. Complete the sign permit application and submit it to the Planning Department along with:
 - a. Permit Fee [Wall sign - \$50 per wall, Monument - \$50, Modification - \$25]
 - b. Scale drawing of proposed sign.
 - c. For wall signs, drawing/photo of building elevation where proposed sign is to be located including the length of the building frontage of the business.
 - d. For free-standing signs, a site plan showing proposed sign location and distance from the right-of-way.
 - e. Application must be signed by the property owner (i.e. Plaza/Building owner)
2. For free-standing or monument signs, the applicant must stake the proposed sign location and contact the Planning Department prior to any construction.

If you have any questions, please contact the Planning Department at 330.689.2812 between 8:00am to noon and 1:00pm to 4:30pm

EXAMPLES OF DRAWINGS REQUIRED FOR SIGN APPLICATIONS

Monument Sign & Site Plan



Wall Signs

