



Sign Permit Application

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

Date	PERMANENT	TEMPORARY
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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*

	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	

*** STREET ADDRESS REQUIRED ON MONUMENT SIGNS**

To be completed by Department staff

Date:		Fee:		Date Paid:		Zoning District:	
Required Attachments Submitted:				Map/Site Plan			
Permit Approval:		<i>Signature & Date</i>					
Comments/Conditions							

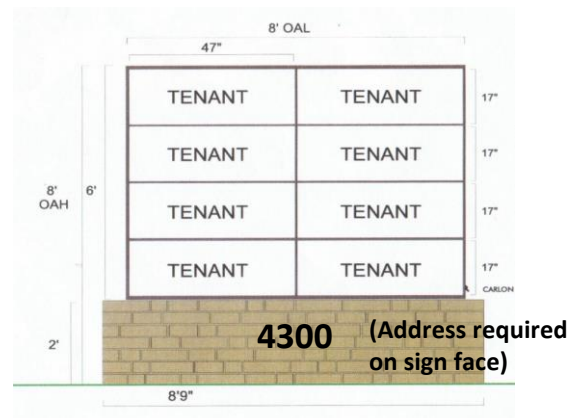
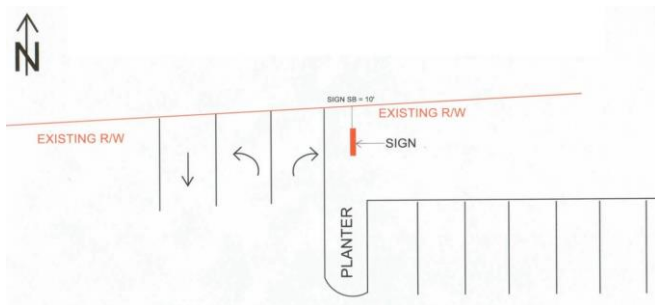
PROCEDURE FOR OBTAINING A PERMANENT SIGN PERMIT

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.

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.

Monument Sign & Site Plan



Wall Signs

