

Submittal Requirements

2 COPIES of the following items must be submitted at the time of filing of the application in order for an application to be reviewed by the Development Department:

- (a) Completed application form and payment of the associated application fee.
- (b)* The location and size of all existing signs on the subject property.
- (c) The location of all proposed signs on the subject property. For freestanding signs, indicate the distance from all property lines within 50 ft. of the sign base.
- (d) A scaled elevation drawing of all proposed signs indicating the following:
 - (1) The width and height of the display area
 - (2) Sign text (including text height)
 - (3) The area of each sign and the total area of all signs (only one side of a freestanding sign is calculated for its area)
 - (4) Colors of the proposed signs (including black and white)
 - (5) The total height of freestanding signs, including the base.
- (e)* The linear feet of building frontage facing all public rights-of-way for applications with proposed building signs.
- (f)* The lineal feet of property frontage along all public rights-of-way for applications with proposed freestanding signs for properties with frontage greater than 200 ft.
- (g) Freestanding signs over 6 ft. in total height require the submittal of engineering specifications for the sign's footer and an inspection by the City of Wooster Building Division. Please call (330) 263-5239 to schedule a footer inspection prior to the installation of a freestanding sign.

* *Temporary Sign Permit applications do not require items (b), (e) and (f)*