

Application Number: \_\_\_\_\_

Sign Permit Number: S - \_\_\_\_\_



**CITY OF WOOSTER DEVELOPMENT DEPARTMENT  
PLANNING AND ZONING DIVISION  
538 North Market Street  
Wooster, OH 44691  
Phone: 330-263-5238 Fax: 330-263-5274**

## **SIGN PERMIT APPLICATION**

**Property Location:** \_\_\_\_\_

**Property Owner:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant:** Name: \_\_\_\_\_

(If different than Property Owner) Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Sign Type:**  Building Sign (\$75 fee)  Freestanding Sign (\$75 fee)  Temporary Sign (\$25 fee)  
(Indicate timeframe of display)

**Face Area (each sign & total):** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_ *\*Signs located in the C-4 (Central Business) zoning district require a separate application and approval from the Design and Review Board*

**Request (Use a separate sheet if necessary):** \_\_\_\_\_

**Submittal Requirements:** The reverse side of this form indicates the required items to be submitted in order for an application to be reviewed by the Planning and Zoning Division.

**Authorized Signature:** I hereby certify that the information contained in this application is accurate to the best of my knowledge and I am authorized to make this application as the property owner of record or I have been authorized to make this application by the property owner of record.

\_\_\_\_\_  
*Signature of Property Owner or Authorized Applicant*

\_\_\_\_\_  
*Date*

**DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY**

**Application Filed:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Fee Paid:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Decision:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Decision:**  Granted  Denied  Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 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)*