



Application No. \_\_\_\_\_

Permit No. \_\_\_\_\_

### ***Sign Permit Application***

The applicant shall submit a copy of this form, along with two (2) copies of the supplementary information, to the Village Planner for the Village of Granville. For further information related to the application process, please refer to Chapter 1189, Signs, of the Codified Ordinances of Granville, Ohio. Application shall include a fee as specified by the Village Ordinances.

- 1) Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_
- 2) Name of Applicant's Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_
- 3) Address/Location of Property \_\_\_\_\_
- 4) Check Type of Property Use: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Institutional \_\_\_\_\_ Other
- 5) Is this a change of use or occupancy? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 6) Zoning District: \_\_\_\_\_
- 7) Check Overlay District: \_\_\_\_\_ AROD; \_\_\_\_\_ TCOD; \_\_\_\_\_ FHOD;  
\_\_\_\_\_ Wellhead Protection; \_\_\_\_\_ N/A
- 8) Type of Sign: \_\_\_\_\_ Residential (FS); \_\_\_\_\_ Incidental (FS); \_\_\_\_\_ Freestanding;  
\_\_\_\_\_ Building Marker; \_\_\_\_\_ Canopy; \_\_\_\_\_ Identification; \_\_\_\_\_ Marquee;  
\_\_\_\_\_ Projecting/Suspended; \_\_\_\_\_ Wall; \_\_\_\_\_ Window; \_\_\_\_\_ Sidewalk
- 9) Sign Details: \_\_\_\_\_ Sign Area Total Square Footage;  
\_\_\_\_\_ ' \_\_\_\_\_ " x \_\_\_\_\_ ' \_\_\_\_\_ " Dimensions;  
\_\_\_\_\_ ' \_\_\_\_\_ " from the average grade of ground at the proposed sign location  
\_\_\_\_\_ ' \_\_\_\_\_ " distance from the edge of pavement to the sign  
Check type of lighting \_\_\_\_\_ None; \_\_\_\_\_ Internal; \_\_\_\_\_ External  
Color(s) of sign: \_\_\_\_\_  
\_\_\_\_\_  
Material(s) of sign: \_\_\_\_\_  
Total number of signs located on the building and/or lot \_\_\_\_\_  
Total sign area of the building and/or lot \_\_\_\_\_ sq. ft.
- 10) Applicant must attach all of the following:
  - A. Plan and/or drawing to scale that includes (1189.13.4.1 & 2)
    1. A site plan drawn to scale which shows the proposed location of the sign as well as other significant site features such as rights-of-way, topography, existing vegetation, and adjacent buildings and properties which may be affected by the proposal.

2. An elevation of the proposed sign and its mounting system that includes an accurate rendering of the proposed graphic design, typography, color, and materials used for construction. For window, wall or building signs this drawing should include a complete elevation of the building face on which the sign will be attached.
3. Any other information necessary to fully depict the proposed sign.

11) Sign Contractor:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Estimated Cost of Sign(s): \$ \_\_\_\_\_

**I hereby certify that I have read and understand the above information and that I have answered the questions truthfully to the best of my knowledge. I also understand that it is ultimately my responsibility to ensure the sign is in compliance with all zoning regulations.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**(To be completed by the Village Planner)**

Conditions for Sign Permit Approval:

Applicant shall comply with Village of Granville Ordinances and Regulations.

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

**Required signatures for Sign Permit Approval:**

\_\_\_\_\_  
Village Planner

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date Approved

Applicable Fees:

Permit Fee: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

**TOTAL FEE:** \$ \_\_\_\_\_