



The City of Canal Winchester

Development Department

45 E. Waterloo Street

Canal Winchester, Ohio 43110

Phone (614) 837-7501 Fax (614) 837-0145

SIGN PERMIT APPLICATION

PROPERTY OWNER

Name _____

Address _____

Phone _____ Email _____

APPLICANT

Name _____

Address _____

Phone _____ Email _____

Address of Subject Property _____

I AM REQUESTING THE FOLLOWING TYPE OF SIGNS:

_____ Building (wall, window, awning, etc.) _____ Freestanding (monument, complex ID, etc.)

_____ Instructional _____ Temporary (banner, portable, special event)

Will the requested sign(s) replace any existing signs? _____ Yes _____ No

Submit all required materials per the included attachment. The Planning and Zoning Administrator may require additional information to determine compliance with the zoning code.

**I certify that the information provided with this application is correct
and accurate to the best of my ability.**

Property Owner's or Authorized Agent's Signature

Date

DO NOT WRITE BELOW THIS LINE

Date Received: ____ / ____ / ____

Fee: \$ _____

Historic District: ____ Yes ____ No

Date of Action: ____ / ____ / ____

Paid: ☐

Preservation District: ____ Yes ____ No

Expiration Date: ____ / ____ / ____

Application Approved: ____ No

Tracking Number: PS - _____

____ Yes

____ Yes, with conditions

Sign Permit Application Attachment

Required Materials. Submit three (3) sets of drawings of the requested sign(s) including the following:

1. The location of all existing and proposed sign(s) on the subject property along with all structures
2. Colors of the proposed sign(s) (including black and white)
3. A scaled elevation drawing of the proposed sign(s) indicating the width and height of the display area, sign text

Building Code Requirements per Ohio Building Code Section 3107.1.1. Construction documents for signs shall be submitted for approval in accordance with the provisions of Chapter 1. The application for approval shall be accompanied by the written consent of the owner or lessee of the property upon which the sign is to be erected. Exceptions to Section 3107.1.1:

1. Signs painted directly on the building surfaces;
2. Temporary signs;
3. Signs erected by federal, state and local transportation authorities;
4. Signs not more than 2.5 sq. ft. in area;
5. Signs required in accordance with the provisions of Chapter 11;
6. Signs undergoing minor repairs in accordance with Section 105.2