

**CITY OF WICKLIFFE  
DIVISION OF BUILDING ENGINEERING & INSPECTION**

**APPLICATION FOR SIGN PERMIT**

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

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS/SIGN LOCATION: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ /Phone No. \_\_\_\_\_

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

Size of Sign \_\_\_\_\_ x \_\_\_\_\_ TOTAL EST. COST: \$ \_\_\_\_\_

Type of Sign: Freestanding:

\_\_\_\_ Pole  
\_\_\_\_ Ground  
\_\_\_\_ Pylon  
\_\_\_\_ Illuminated

Wall:

\_\_\_\_ Flat  
\_\_\_\_ Projecting  
\_\_\_\_ Integral  
\_\_\_\_ Temporary  
\_\_\_\_ Marquee  
\_\_\_\_ Canopy  
\_\_\_\_ Unilluminated

Other (explain) \_\_\_\_\_

ADDITIONAL DESCRIPTION: \_\_\_\_\_

Frontage serviced _____	Linear feet X 2 +	_____ sq.ft.
	+ Bonus area (C.O. 116.06	_____ sq.ft.
	+ Sign area permitted	_____ sq.ft.
	- Sign area existing	_____ sq.ft.
	- Sign area this permit	_____ sq.ft.
	= Sign area balance	_____ sq.ft.

Sign Location:	Setback from front/rear lot line	_____
	Setback from side lot line	_____
	Height, grade to underside	_____
	Height, grade to top	_____
	Projection from wall	_____

It is a further condition of this permit that if TEMPORARY sign is posted on City property, please include what the sign states:

AGREEMENT: Acceptance of the permit applied for constitutes an agreement on my/our part to abide by all conditions herein contained, and to comply with all the laws and ordinances of the City of Wickliffe and State of Ohio relating to work to be done hereunder.

Office Use Only

Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ (Approved by:) \_\_\_\_\_

- D. The sign is accessory to a legally permitted or legally nonconforming use.  
(Ord. 2019-03. Passed 1-14-19.)

### 1161.08 ADMINISTRATION PROCEDURES.

(a) The Building Commissioner:

- (1) Shall have the power to review and approve, or disapprove, the following signs:

- A. Directional with logo or emblem;
- B. Identification;
- C. Instructional;
- D. Development identification;
- E. Message;
- F. Emblems;
- G. Historical or commemorative markings; and
- H. Billboards.

(2) May review:

- A. Directional signs which have no logo or emblem;
- B. Nameplates;
- C. Temporary (other than real estate signs for single family sales);
- D. Construction signs; and
- E. Public regulation and information signs;

(3) Shall not have jurisdiction for review and approval of:

- A. Political signs;
- B. Single family real estate signs; or
- C. Rental of room signs.

(b) Permit Application Requirements. An application for a sign permit shall be made to the Building Commissioner. The application shall include six copies; one copy depicting the actual colors of the building and sign (either drawing or photo) with the second copy at eleven by eighteen inch size and suitable for reproduction. The application shall present the sign in a manner which best illustrates how the sign will be experienced by the public after it is erected on the site. Specifically the application shall include:

- (1) A site plan drawn to scale showing the location of the sign and its relationship to the building, the adjacent parcels, and parking lots, drives and sidewalks;
- (2) Detailed drawings showing the design of the sign, including size, content, style of lettering, logo and other graphic features, colors of the applied lettering and background and materials of the signs and the frame of the structure; and
- (3) Construction, erection or fastening details, including details of the base and/or the footings.

(c) Application Review Procedures.

- (1) The Building Commissioner shall review the application submitted pursuant to subsection (b) hereof to assure that it complies with all applicable numerical submission standards of this chapter.
- A. If the application, as determined by the Building Commissioner, does not so comply it shall be disapproved by the Building Commissioner and returned to the applicant with written notification indicating the sections with which the application does not apply.
  - B. Upon approval of an application, the Building Commissioner shall issue a sign permit, provided that the proposed sign(s) comply with all other applicable regulations.
  - C. If the sign application is disapproved by the Building Commissioner, the Building Commissioner shall convey his or her reasons for disapproval of the application, in writing, within five days. The Building Commissioner, in citing reasons for disapproval, may suggest modifications which, if incorporated by the applicant, could bring the sign into compliance with this chapter.

(d) Board of Zoning Appeals.