



Village of Minerva Park

PLANNING & ZONING
 2829 MINERVA LAKE RD
 COLUMBUS OH 43231
 PHONE: 614-882-5743
 FAX: 614-882-0701

PERMIT NO: _____
MP NO. _____
RECD BY _____ DATE: _____

PERMANENT SIGN PERMIT APPLICATION

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administration.

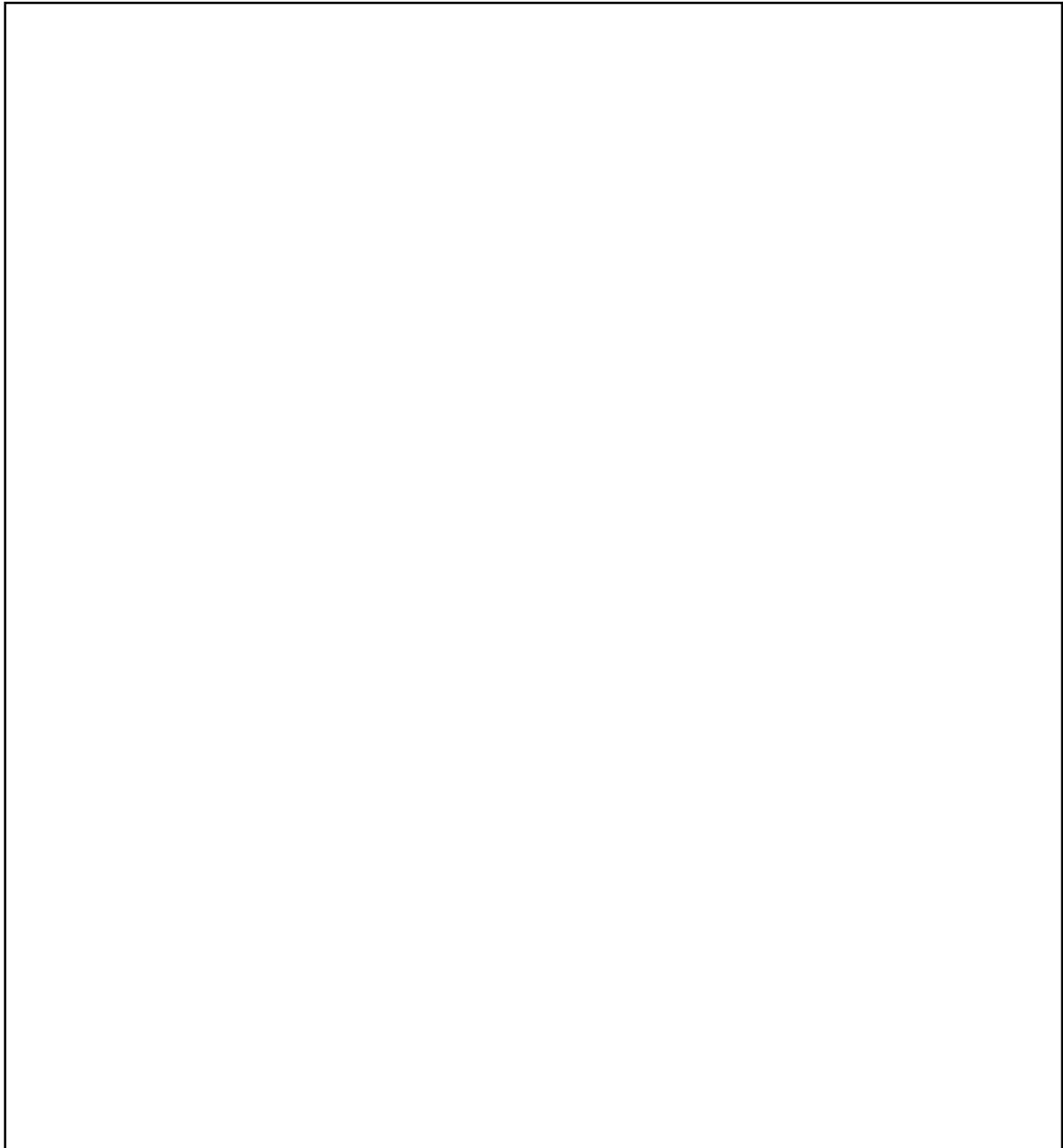
Project/Property Address or Location:		Project Name/Business Name (if applicable)				
Parcel ID No.(s):		Current Zoning:			Total Acreage:	
Check one: Erect/New <input type="checkbox"/> Move <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Face Change <input type="checkbox"/> Master Sign Plan <input type="checkbox"/>						
TYPE OF SIGNAGE: Wall <input type="checkbox"/> Ground <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Awning <input type="checkbox"/> Pole <input type="checkbox"/>						
SIGN SPECIFICATIONS: (height, width, depth)						
Sign Face:		Sign Face total sq. ft:	Entire sign structure:	Entire sign structure weight (lbs):	Sign Face:	
H: _____			H: _____		Horizontal <input type="checkbox"/>	
W: _____			W: _____		Vertical <input type="checkbox"/>	
D: _____			D: _____			
LOCATION/SITE SPECIFICATIONS:						
Primary Frontage sq ft:	Secondary Frontage sq ft:	Existing # of ground signs:	Ground sign total sq ft:	Existing # of wall signs:	Wall sign total sq ft:	Total sq ft of existing wall & ground signs:
ILLUMINATION TYPE: Internal <input type="checkbox"/> External <input type="checkbox"/> None <input type="checkbox"/>						
APPLICANT Name (primary contact) – do not use a business name				Applicant Address:		
Applicant E-mail:				Applicant Phone No.:		
BUSINESS Name:						
ATTORNEY/AGENT Name:				Attorney/Agent Address:		
Attorney/Agent E-mail:				Attorney/Agent Phone No.:		
ADDITIONAL CONTACTS (please list all applicable contacts)						
Name(s):				Contact Information (phone no./email):		
Contractor						
Developer						
Architect						
PROPERTY OWNER Name:				Property Owner Contact Information (phone no./email):		

Location: _____ Permit # _____

SITE PLAN - REQUIRED

Wall signs: please show the dimension of the façade, building, and location and dimensions of the sign.

Ground signs: please show the property lines, structures, and location and dimensions of the sign.



___ NOT TO SCALE ___ TO SCALE

INTERNAL USE

Zoning File No: _____
 PC Meeting Date: _____
 PC File No: _____

RECEIVED: _____
 DATE: _____

PAID: _____
 DATE: _____
 CHECK#: _____

STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Minerva Park Code - Chapter 1280				
	2. Pre- application conference with staff				
	3. Master Site Plan (complying with Section) – for all new construction, renovation or conversion of structures with multi-tenants, including but not limited to, office buildings, business parks, planned industrial developments, office parks, shopping centers and shopping malls (except outlets)				
	4. A list of samples to include color names & PMS #'s (required for all exterior materials) – please bring samples to Planning & Zoning Commission meeting (s), if applicable				
	5. A site map of the location of building or structure or lot, property lines, right-of-way boundaries, utilities, and easements where the sign is to be attached or erected upon				
	6. Color photographs of the property upon which the sign is to be erect and photographs adjacent properties and signage				
	7. Detailed color renderings or drawings to illustrate the dimensions, design, structure & location of each sign to include all size specifications, including the size of letters & graphics				
	8. Elevations and color photographs which illustrate the position of the proposed signage in relation to nearby buildings, structures				
	9. Provide the name, address, phone no. And current license no. of the licensed sign erector				
	10. Authorization Consent Form Complete				
	11. Application & all supporting documents submitted				
	12. Application fee paid (in accordance with the Planning & Zoning fee schedule)				
PLEASE CONTINUE TO THE APPROPRIATE SECTION OF REQUIREMENTS FOR YOUR PROJECT NOTE: All plans must be submitted in 8.5x11", 11x17", or 24x36" (folded, not rolled, to 8.5x11")					
GROUND/FREE STANDING/MONUMENT/POLE SIGN REQUIREMENTS					
	1. <u>SITE PLAN</u> that includes the following: (include: scale, north arrow, & address)				
	- All property & street pavement lines				
	- Proposed ingress/egress to the site, including onsite parking area(s), parking stalls, adjacent streets. Delineate traffic flow with directional arrows & indicate location of the direction signs or other motorist's aids (if any)				
	- Location of all existing and proposed landscaping				
	- Location of all existing (to remain) & proposed signs on the site. Show required setbacks for sign from property lines				
	2. <u>INSTALLATION PLAN</u> including the number, type, size and proposed location of all anchors/fasteners and how they will be connected to the supporting members/walls				
WALL/PROJECTING/WINDOW/AWNING SIGN REQUIREMENTS					
	1. <u>ELEVATIONS</u> (to scale, of the entire wall of the building to which the sign is to be fixed, correctly locating the sign)				
	2. <u>INSTALLATION PLAN</u> including the footing depths/hole dimensions, post or pole dimensions, and details describing how the sign face will be connected to supporting members and footing				

FEE

- Face Change \$75
- < 25sqft \$150
- Over 25 sqft \$200

AUTHORIZATION CONSENT FORM

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications

AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S) *If the applicant is not the property owner, this section must be completed*

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize _____ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: _____ Date: _____

AUTHORIZATION TO VISIT PROPRTY

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice (if applicable) on the property as described in this application.

Property Owner Signature: _____ Date: _____

AGREEMENT TO COMPLY AS APPROVED

I, _____, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plan shall be submitted for the review and approval to the Planning and Zoning Division staff

Applicant Signature: _____ Date: _____

APPLICATION ACCEPTANCE

If This application has been reviewed and is considered complete and is hereby accepted by the Planning & Zoning Dept of Village of Minerva Park and shall be:

- Forwarded to the Village of Minerva Park Planning & Zoning Commission for consideration.
- Forwarded to the Council for consideration.

Planning & Zoning Administrator Signature: _____

PERMANENT SIGN PERMIT APPROVAL

In accordance with the Codified Ordinances of the Village of Minerva Park, I hereby certify that this project, as stated above, was approved by the Planning & Zoning Administrator on _____. The applicant shall comply with any conditions approved by the Planning and Zoning Administrator and shall comply with all building, zoning and landscaping regulations of the Village of Minerva Park.

Site Location/Address: _____ Permit No. _____

CONDITIONS: _____

Planning & Zoning Clerk Signature

Date

Code Enforcement Signature

Date

Planning & Zoning Commission (if required)

Date