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## ***PERMANENT SIGN PERMIT APPLICATION***

(SHT Sign Resolution Section 15)

**PERMIT MUST BE OBTAINED PRIOR TO SIGN INSTALLATION. FAILURE TO OBTAIN PERMIT PRIOR TO INSTALLATION WILL RESULT IN A MONETARY PENALTY FEE**

<b>PROPERTY INFORMATION</b>	
<b>Site Address:</b>	<b>Parcel No.:</b>
<b>Owner(s):</b>	<b>Contact Name:</b>
<b>Owner Address:</b>	
<b>Owner Telephone No.:</b>	
<b>Owner Email Address:</b>	
<b>Primary Homeowners Association (HOA):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (attach HOA approval if applicable) If yes, Name of HOA:	
<b>Sub HOA (if applicable):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (attach HOA approval if applicable) If yes, Name of HOA:	
<b>Corner Lot:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No -Note: Corner lots are required to meet the front setback on both streets-	

<b>BUSINESS INFORMATION</b>	
<b>Business Name:</b>	
<b>Business Owner Name:</b>	
<b>Business Owner Phone No.:</b>	<b>Business Owner Email Address:</b>

<b>CONTRACTOR INFORMATION</b>	
<b>Contact Name:</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Telephone No.:</b>	<b>Email Address:</b>

<b>PROPOSED GROUND MOUNTED SIGNS</b>		
<b>SETBACKS FROM PROPERTY LINES (ft.):</b>		
Front (ft.) (from Right-of-Way):	Left Side (ft.):	Right Side (ft.):
Sign type (provide drawing):		
Highest component of the sign to average finished grade (ft.):		
Sign width (ft.):	Total sign sq. ft.:	
<b>ALL OTHER (PROPOSED) SIGNS</b>		
*Sign height (ft.):	Sign width (ft.):	Total sign sq. ft.:
Sign type:	Location:	Building sq. ft.:
Sign distance from face of building (inches):		

**\*Sign may not exceed height of established roof line**

### **Required Site Plan Data and Sign Detail Drawings**

The following items must be submitted with the application in order to be reviewed. The application will be reviewed and the applicant will be contacted when the plans are approved. The Ohio Revised Code sets forth a maximum of thirty (30) days for review of all applications. No applications will be reviewed at the time of submittal.

***The review process begins once a “completed” application and payment are received***

***Incomplete applications will delay the review process***

***\*\*MINIMUM SEVEN (7) DAY PROCESSING OF ALL APPLICATIONS\*\****

1. One (1) copy of the site drawing (legible 11” x 17” maximum). The site drawing must show the following:
  - a. A North arrow and scale
  - b. Existing structures and dimensions
  - c. All setbacks to each property line including the road and lot dimensions
  
2. One (1) copy of the sign drawing (legible 11” x 17” maximum)
  
3. Homeowners Association (HOA) **and** sub-HOA approval letters (if applicable).

**Applicant Certification**

By signing below, the owner has read, understands, and agrees to the following:

- Right of Revocation – It is understood and agreed by this applicant that any error, misstatement, misrepresentation of any fact, with or without intent, such as might and/or would cause a refusal of this application, or any alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without approval of the Zoning Inspector or Zoning Board of Appeals, shall constitute sufficient grounds for the revocation of such certificate.
- The owner agrees to allow the Zoning Inspector access to the property for on-site inspection(s) from application submittal through final approval.
- The owner agrees to abide by the Ohio Revised Code Sections §5589.08, §5589.10 and §5589.22 in that no dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid by the applicant.
- There may be deed restrictions on the property that differ from the Sagamore Hills Township Zoning Resolution. The owner is solely responsible in ensuring compliance with any deed restriction, covenants or HOA restrictions.
- The zoning certificate shall become void at the expiration of one (1) year after date of issuance.

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FEE - check (only) payable to Sagamore Hills Township**  
**See Section 18 Fee Schedule**

**FOR OFFICE USE ONLY**

Zoning District:  Residential  Residential Cluster  PUD (Greenwood)  PUD (Eaton Estates)  Commercial  Industrial

Zoning Certificate Permit No.: \_\_\_\_\_  Approved  Denied\*

Zoning Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Reason for Denial: \_\_\_\_\_