

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 applicant 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 permit shall become void at the expiration of one (1) year after date of issue.

I understand that the check (payable to Sagamore Hills Township) as required by Section 15 of the Sagamore Hills Township Resolution, will be returned only if said temporary signs are removed within the time frame required. If this is not accomplished, the check deposit shall be forfeited to the township to defray the costs of removing the signs. **AND** I understand that the Ohio Revised Code addresses advertising on public highways (ORC §5589.33) and states "...no person shall place within the limits of the right-of-way or affix any sign, poster, or advertisement to any tree or utility pole within the right-of-way of any public highway outside of municipal corporations. No person, organization, corporation, or group shall place within the limits of the right-of-way any object as determined by the department of transportation to obscure sight distance."

Property Owner Signature: _____ *Date:* _____

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

FOR OFFICE USE ONLY

Zoning Certificate Permit No.: _____ Approved Denied*

Deposit received by: _____ Date: _____

Amount of deposit: _____ Check No. _____

Signs removed date: _____ Deposit approved: Yes Forfeited**

Deposit return approved by: _____ Date: _____

*Reason for denial: _____

**Reason deposit forfeited: _____