

REGULATIONS FOR APPLICANTS TO THE SIGN REVIEW BOARD

THE SIGN REVIEW BOARD:

- a. Shall have the power to review and approve the following signs:
 1. Directional with logo or emblem
 2. Identification
 3. Instructional
 4. Development identification
 5. Message
 6. Emblems
 7. Historical or commemorative markings
 8. Billboards
- b. May, at the request of the Building Commissioner review:
 1. Directional signs which have no logo or emblem
 2. Nameplates
 3. Public regulation and information signs
 4. Construction signs
 5. Temporary (other than real estate signs for single family sales)
- c. Shall not have jurisdiction for review and approval of:
 1. Political signs
 2. Single family real estate signs, and
 3. Rental of room signs

The Board shall act on a sign application within twenty-one (21) days from the meeting at which the application was first considered. If the Board has not so acted, the sign, as submitted, shall be considered. If the Board has not so acted, the sign, as submitted, shall be considered approved unless the time for the action has been mutually extended by the applicant and the Board.

A. APPLICATION REQUIREMENTS

An application for a sign permit shall be made to the Building Department two weeks prior to the next scheduled meeting. The application shall include (7) copies; one (1) set depicting the actual colors of the building and sign (either drawing or photo) with the second copy at 11 x 18 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 lot, drives, and sidewalks;
2. Detailed drawings showing the design of the sign, including size, content, style of lettering, logo, and the 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, detailed drawings of the base and/or the footings may, for some signs, require a stamp by a registered Ohio Engineer.

B. REVIEW PROCEDURE

1. The Building Commissioner shall review the application submitted pursuant to subsection 1161.08 (B) to assure submission standards of this Ordinance.
 - 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 and sections with which the application does not comply.
2. The application must be **received by the Building Commissioner a minimum of fourteen (14) days** prior to the next scheduled regular meeting of the Sign Review Board. The Board meets the 3rd Wednesday of each month at 7:00pm in Council

Chambers at City Hall, AND each applicant MUST BE PRESENT AT THE MEETING. If the application is not received 14 days prior to the 3rd Wednesday of each month, it shall be deferred to the following monthly meeting.

3. The Sign Review Board shall review the sign for compliance with applicable provisions of this Ordinance.
 - a. Upon approval of an application by the Sign Review Board, the Building Commissioner shall issue a sign permit, provided that the proposed sign(s) comply with all other application regulations.
 - b. If the sign application is disapproved by the Sign Review Board, the Board shall convey its reasons for disapproval to the applicant, in writing, within five (5) days. The Board, in citing reasons for disapproval may suggest modifications which, if incorporated by the applicant, could bring the sign into compliance with this Ordinance.

Please contact the Building Department at (440) 943-7115 if you have any further questions, between 8:30am & 11:45am, or 2:00pm to 4:00pm, Monday through Friday.

Reminder: You must be present at the meeting which is the 3rd Wednesday of each month, 7:00pm in Council Chambers. The deadline for application(s) and drawings is 2 weeks prior to that meeting. If we do not receive your application and drawings in that timeframe, you will be on the following months agenda.

Sign fees for permit pick-up will available the following day after the meeting, please mail checks to:

City of Wickliffe
Attention: Building Department
28730 Ridge Road
Wickliffe, OH 44092

**SIGN REVIEW BOARD
APPLICATION FOR APPEARANCE**

DATE: _____

SR NO. _____

To the Commissioner of Building:

I, the undersigned, do hereby request an appearance before the Wickliffe Sign Review Board concerning the following:

Name of Business: _____
(Wickliffe Business)

Representative at Meeting: _____

Address of Business: _____

Telephone Number: _____

Owner of Property: _____

Name Sign Applicant: _____ / _____
Company Name

SIGN DESCRIPTION

Type: _____

Size: _____ (List all if more than one)

Additional Information: _____

Date of Meeting: _____ 7:00pm

7 Sets of Plans Received: _____

DECISION

Approved: _____ Not Approved: _____

(Secretary) Date: _____



DIVISION OF BUILDING ENGINEERING & INSPECTION
APPLICATION FOR SIGN PERMIT

DATE: _____

CASE NO. _____

(For: CITY USE)

Name of Business: _____

Address/Sign Location: _____

Applicant: _____

Address: _____

Phone Number: _____

Applicant's Signature: _____

Size of Sign _____ x _____ Total Est. Cost: \$ _____

Type of Sign:

Freestanding: Pole, Projecting, Canopy; Wall: Flat, Marquee, Illuminated; Temporary, Pylon, Unilluminated; Ground, Integral

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.

Ship 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 poster 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: _____