



City of Munroe Falls

email form

print form

Division of Zoning

43 Munroe Falls Avenue
Munroe Falls, Ohio 44262
330-688-7491 p 330-688-3720 f

ZONING PERMIT APPLICATION – PERMANENT SIGN

APPLICANT INFORMATION

PROPERTY OWNER CONTRACTOR BUSINESS OWNER

Name: _____ Company (if applicable) _____
Address: _____ City, State, Zip: _____
Phone: _____ Email: _____

PERMANENT SIGN INFORMATION AND LOCATION

Property / Site Address: _____ Zoning District: _____
Property Owner (if you are contractor): _____
Purpose or Advertisement: _____

Sign Height: _____ Width: _____
One sided ___ Two sided ___ total sq footage: _____

Distance from side property lines
a. _____ from _____ side
b. _____ from _____ side

Distance from street / sidewalk _____
Building frontage _____

Sign Front: _____

Sign Back: _____

Changeable Copy sign
 Illuminated _____ internally _____ externally

_____ *New Sign*
_____ *Change / Replace existing sign **without** changing dimensions or location*
_____ *Change / Replace existing sign altering dimensions _____ location _____*

_____ *Free standing sign (no more than 2 sides)*
_____ *Wall Sign*
_____ *Window Sign*
Sign Material: _____

_____ *Identification sign*
 Business
 Residential
 Municipal
 Institutional

APPLICANT CERTIFICATION

I/we hereby agree to conform to the City of Munroe Falls Zoning Code. I also hereby certify that all statements made and attachments on this application are true and complete and that I have a legal right to make this application or to possess a written power of attorney on the above premises. I HAVE NOT REQUESTED PERMISSION TO CONSTRUCT ANYTHING THAT IS IN CONFLICT WITH THE **HOMEOWNER'S ASSOCIATION or DEED RESTRICTION** FOR THIS PROPERTY.

Signature _____

Date _____

APPROVED

DENIED

Signature _____

Signature _____

Check
 Cash
 Credit Card Receipt # _____

Non-conforming / does not meet code
 Needs variance
 Incomplete application
 Other

Zoning permit fee due upon issuance of Zoning Certificate

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GUIDELINES

Section 1145.10(3)(c) of the MFCO requires all signs subject to Planning Commission and Council review and approval shall be reviewed according to the procedures set forth for Site Plan Review section [1163.03](#)

Application Requirements (from section 1145.01(b)(1))

- (1) Blueprints of the site plan draw to scale showing:
 - a. The dimensions of the lot or property, the location of all dwellings and/or buildings on the lot, the location and size of driveways and access drives, and the identification of and distances to adjacent dwellings, buildings and/or land uses;
 - b. The location of the proposed sign(s) on the site
- (2) Blueprints or ink drawings of the plans and specifications and method of construction and attachment of the signs to the building or method of installation in the ground;
- (3) A drawing or description indicating the exact sign message, including letter style and colors;
- (4) Name of person, firm, corporation or association erecting structure;
- (5) Written consent by the owner of the building, structure, or land to which, or on which the structure is to erected when the sign pertains to businesses or services not conducted upon the premises where the sign is located;
- (6) Any other pertinent data necessary for the determination of compliance with the purposes and objectives of the Zoning Code
- (7) Payment of any required application and sign fees, bonds, or other performance and/or maintenance guarantees.

PERMIT FEES

| | |
|-------------------------------------|---|
| (a) Business Identification Sign | \$2.00 per square foot based on the size of each exposed face. |
| (b) Residential Identification Sign | \$50.00 per each sign. |
| (c) Industrial Identification Sign | No fee, but permit is required. |
| (d) Directive Sign | \$1.00 per square foot based on the size of each exposed face. |
| (e) Builder's Project Sign | \$20.00 per each sign per year or fraction thereof while in place. |
| (f) Real Estate Sign | \$10.00 over 8 square feet to 16 square feet; \$20.00 over 16 square feet; \$40.00 over 32 square feet for each sign per six month period or fraction thereof while in place. |
| (g) Window Sign | \$2.00 per square foot for permanent sign. |
| (h) Temporary Promotional Sign | \$10.00 over 8 square feet to 16 square feet; \$20.00 over 16 square feet to 32 square feet; No Fee but permit is required for public or civic promotions. |
| (i) Instructional Sign | \$1.00 per square foot based on the size of each exposed face. |
| (j) Safety or Regulatory Sign | No Fee, but Permit is Required. |

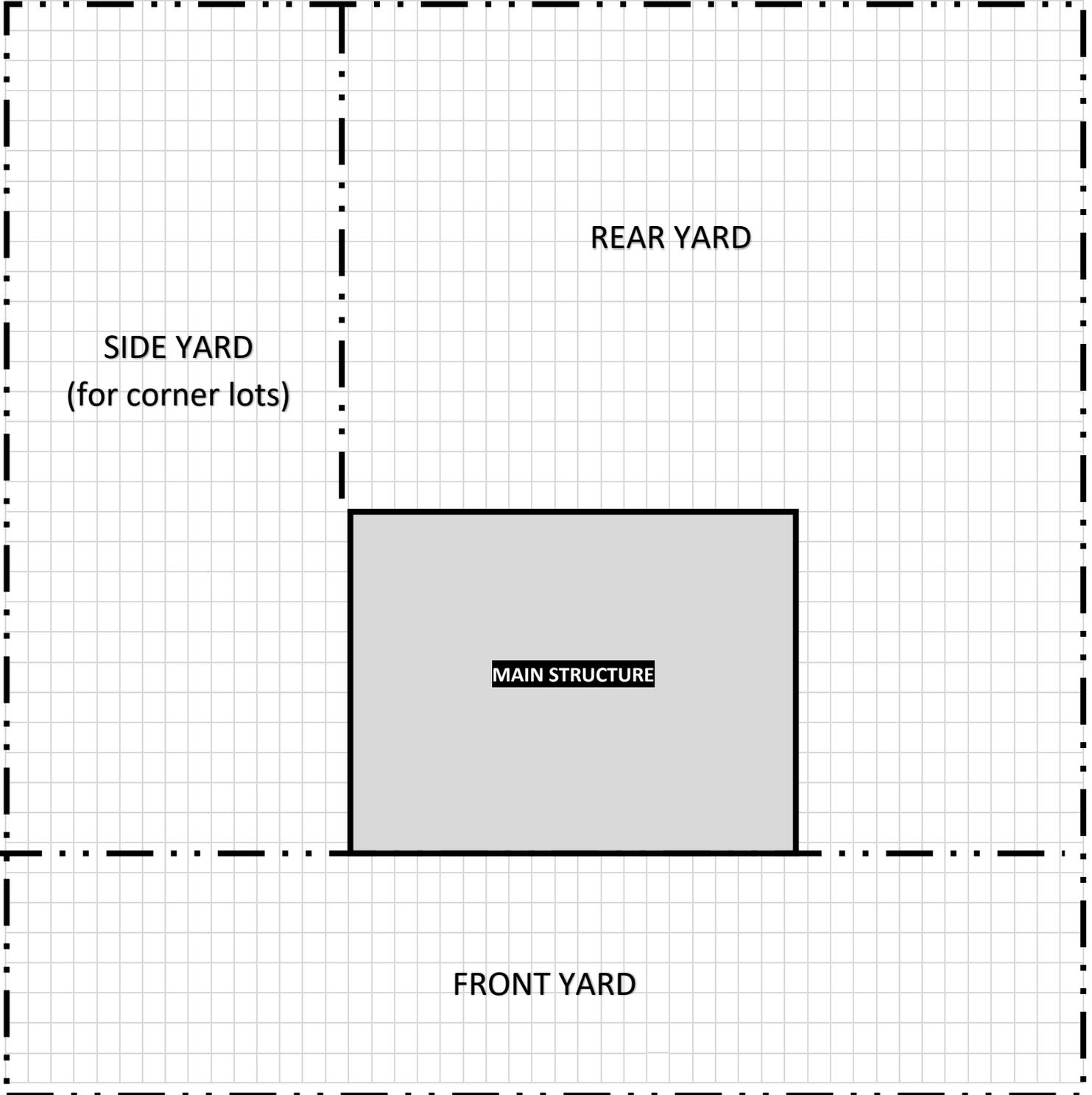
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*Use this page to create a plot/site plan
or include with submission*

REAR PROPERTY LINE



FRONT PROPERTY LINE