

### 1165.11 PERMIT REQUIREMENTS AND REVIEW PROCESS.

- (a) It shall be unlawful for any person to erect, alter, relocate, or replace a sign within the City without first obtaining the permits from the City as required by this chapter.
- (b) The sign application process shall involve two separate steps. Both of the following steps must be completed in person by the applicant.
  - (1) Submission of an Application for Certificate of Appropriateness for Signage with the required fee as established in the Building and Zoning Fee Schedule set forth in Section 135.10 in Part One of these Codified Ordinances to the Zoning Division, and
  - (2) Submission of a Sign Permit Application with the required fee as established in the Building and Zoning Fee Schedule set forth in Section 135.10 in Part One of these Codified Ordinances to the Building Division.
- (c) *Application for Certificate of Appropriateness for Signage.*
  - (1) The application for a Certificate of Appropriateness for Signage shall contain the following required information:
    - A. 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.
    - B. Color photographs of the property upon which the sign is to be erected, and photographs of adjacent properties and signage.
    - C. Detailed color renderings or drawings to illustrate the dimensions, design, structure and location of each sign.
    - D. Elevations and color photographs which illustrate the position of the proposed signage in relation to nearby buildings, structures.
    - E. Drawings of the plans and specifications, material samples, color samples, and method of attachment to the building or the ground.
    - F. Name and address, phone number, and current license number of the licensed sign erector.
    - G. The Planning and Zoning Administrator or their designee or Chief Building Official may require the plans to bear the certification and seal of a licensed architect or engineer registered in the State of Ohio as a condition to the issuance of an approved sign permit.
  - (2) The Planning and Zoning Administrator or their designee shall review the Application for Certificate of Appropriateness for Signage with the applicant to assure compliance with this chapter.
  - (3) 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 out-lots), a complete Master Sign Plan shall be submitted to the Planning and Zoning Administrator or their designee along with the Application for Certificate of Appropriateness for Signage. If an approved Master Sign Plan does not exist, tenant signage may be approved if it meets the following criteria:
    - A. Wall signs shall be limited to a maximum length of 50% of storefront width. Maximum height of wall signs, including letters, logos, frames, and all other components of the sign shall not exceed 30" in height.

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1. More than one wall sign may be permitted per tenant. When there is more than one wall sign, the total combined length and height of all the signs shall not exceed the requirements listed above.

B. Window signs shall be limited to a cumulative size of eight square feet.

C. Owner's authorization from the landowner/landlord or their designee shall be required for each sign permit application.

D. Signage not specifically allowed in this section shall be prohibited without an approved Master Sign Plan.

- (4) The Master Sign Plan design criteria submitted shall include text and drawings, both to scale and dimension, as required to address at the very least:
- A. Size range of signs permitted.
  - B. Colors permitted.
  - C. Materials permitted.
  - D. Illumination.
  - E. Typefaces permitted.
  - F. Type sizes permitted.
  - G. Graphic emblem sizes and locations, if permitted.
  - H. Miscellaneous graphic features unique to the application submitted. A copy of a standard contractual signage agreement to be used at the center, incorporating the comprehensive graphic design criteria regulations developed in subsection (c)(4) hereof, is to be made a part of all future relationships with tenants and other parties desiring signage at the subject center.
- (5) The Master Sign Plan shall comply with the following regulations:
- A. The Master Sign Plan shall be designed so that it establishes a common theme or design, uses similar construction methods and compatible colors, scale and size, in accordance with Section 1165.09 (Design, Construction and Maintenance).
  - B. The Master Sign Plan shall be approved by the Planning Commission prior to the issuance of a sign permit for any sign on the building or development. If a Master Sign Plan has been submitted and approved, verification of compliance with the Master Sign Plan shall be submitted with each individual sign permit application; however, no additional Certificate of Appropriateness shall be required. Out-lots at shopping centers or shopping malls must obtain individual approvals.
  - C. Any changes to an approved Master Sign Plan require submission to, and approval by the Planning Commission.
- (6) The Planning and Zoning Administrator or their designee shall approve, within 28 days of receipt an Application for Certificate of Appropriateness for Signage if it is determined that the application complies fully with the requirements of this chapter. Upon approving the Application for Certificate of Appropriateness for Signage, the Planning and Zoning Administrator or their designee shall sign the application, attesting to its compliance with the requirements of this chapter.
- (7) If the application does not comply with one or more of the requirements of this chapter, the Planning and Zoning Administrator or their designee shall deny the application, clearly explain to the applicant the reasons for any denial, and inform the applicant that the application may be:

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- A. Modified and resubmitted to the Planning and Zoning Administrator or their designee within 30 days without an additional application fee; or
  - B. Submitted for a variance per Section 1165.12.
  - C. Appealed to the Board of Zoning and Building Appeals per Article XII of the City Charter.

(Ord. 0212-2007. Passed 10-1-07; Ord. No. 0017-2017 , Exh. A, 4-3-17)