



VILLAGE OF CUYAHOGA HEIGHTS

Building Department
4863 East 71st Street
Cuyahoga Heights, OH 44125
(216) 641-7020
FAX (216) 641-8485
www.cuyahogaheights.com

SIGN APPLICATION

Permanent Sign: _____ Date: _____

Temporary Sign: _____ Permit Fee: _____

Length of Time: _____

Building Owner: _____ Sign Contractor: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Contact Person: _____ Contact Person: _____

Address of Sign: _____

Type of Sign: _____ Zoning District of Sign: _____
(i.e., ground, wall, pylon, etc.) (i.e., U-4, U-5, etc.)

Height (Grade to top of sign): _____ Size of Sign Face: Length _____ X Width _____ = Sq. Feet _____
(x 2 if double sided)

Colors: Background _____ Lettering _____ Other _____

Sign to read: _____

Single-faced (Y/N) _____ Double-faced (Y/N) _____ Illuminated (Y/N) _____ How? _____

Material for sign face: _____ Material for support structure: _____

Any current sign(s) on property? (Y/N) ____ If yes, how many, location on property/building, description and sizes: _____

Variance required: (if applicable) _____

(Continued on Backside)

Each sign application must include:

1. Application completed in **FULL**.
2. Three (3) sets of drawings to scale. **ARCHITECTURAL REVIEW REQUIRES SUBMITTAL OF COLORED RENDERINGS.**
3. Plot plan/elevation showing the exact location of the sign in relation to the building, right-of-way and property lines.
4. Colored photographs/rendering of existing/proposed buildings.
5. All temporary signs must have date of sign installation, owner's name and telephone number.

NOTE: Applications and all materials required **MUST** be submitted to the Building Department no later than **NOON, ONE WEEK PRIOR TO THE MEETING DATE,** to be placed on the agenda if a variance is required.

The Building Department shall review the drawings for conformance, and if a variance is required, the applicant shall be referred to the Board of Planning and Zoning Appeals, who meet on the third Wednesday of each month at 1:00 p.m. or 6:00 p.m. in the Council Chambers in the Village Hall, 4863 East 71st Street; a representative needs to be present.

For purposes of reviewing, approving, or disapproving this application and/or request, I _____, the applicant, hereby agrees, consents and grants a right of entry to the above described premises to the necessary and appropriate Village representatives.

Signage Fee: \$20.00 minimum each side, but no less than one dollar (\$1.00) per square foot. If applicable, an ***Electrical Permit*** must be obtained by a registered Electrician.