



## VILLAGE OF CUYAHOGA HEIGHTS

Building Department  
4863 East 71<sup>st</sup> Street  
Cuyahoga Heights, OH 44125  
(216) 641-7020  
FAX (216) 641-8485  
[www.cuyahogaheights.com](http://www.cuyahogaheights.com)

### SIGN APPLICATION

Permanent Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Temporary Sign: \_\_\_\_\_ Permit Fee: \_\_\_\_\_  
Length of Time: \_\_\_\_\_ \$2.00/square foot - \$20.00 minimum

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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 71<sup>st</sup> 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 two dollars (\$2.00) per square foot. If applicable, an ***Electrical Permit*** must be obtained by a registered Electrician.