



# Application for a Sign Permit

Monroe Development Department  
233 South Main Street, Monroe, Ohio 45050  
Phone: 513-539-7374  
[www.monroehio.org](http://www.monroehio.org)

## For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Fee Paid:

Staff Initials:

Application/Case Number:

## Sign Permit Information

1. This application shall serve as the zoning permit application for any sign that requires a sign permit as established in Chapter 1214 of the Monroe Planning and Zoning Code. Approval of this application shall equal approval of a zoning permit for the proposed sign.
2. The Monroe Code Enforcement Officer reviews all sign permit applications per the zoning permit procedure established in Section 1203.12.
3. Depending on size, type and/or purpose of sign, plans and specifications for construction, erection and attachment of the sign, a building permit may be required. Please call National Inspection Corporation (NIC) at 1-888-433-4642 to determine if a building permit is required.
4. The application fee for a sign permit is \$75 for a new permanent sign and \$25 for a temporary sign or sign face change, due at the time the application is submitted.
5. One form may be used to apply for multiple signs on a single lot but the applicant must submit all of the required information and a separate fee for each individual sign.

## Basic Information

Project Address:

County:  Butler  Warren

County Tax Parcel ID:

Existing Zoning District:

Property Owner Name:

## Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

## Sign Contractor Information

Contractor Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

Project Address or Tax Parcel ID:

**Sign Information (Use additional sheets of paper, as necessary)**

**1) What is this application for (check all that apply)?**

Permanent Sign       Temporary Sign       Sign Face Change

**2) Provide the start and end dates for any proposed temporary signs:**

Start Date:

End (Removal) Date:

**3) Provide the following dimensions, in feet? If you are on a corner lot or another type of lot with multiple street frontages, please provide the information for each separate street frontage.**

Building Frontage:

Building Height:

Street Frontage:

Other Street Frontage(s):

**4) What type of sign(s) is this application for (check all that apply)? See Chapter 1217 for definitions of the different sign types.**

Permanent Signs:     Window Sign       Wall Sign       Canopy Sign       Projecting Sign  
 Freestanding Pole Mounted Sign       Freestanding Monument Sign       Driveway Sign  
 Development/Subdivision Sign       Menu Board Sign       Wayfinding Sign       Other

Temporary Signs:     Sign for Development or Construction       Sign for Special Event  
 Sign on Property for Sale or Lease       Sandwich Sign       Other

**5) If you checked "other" above, please provide a description of the type of sign you are proposing:**

**6) Please describe, in detail, the proposed signs for this site including the total number of signs, the height of each sign height and total sign area for each sign.**

Project Address or Tax Parcel ID:

**7) Will your sign include an electronic message center?  Yes  No If yes, please provide information on the electronic message center including, but not limited to, the sign area that will be electronic, the message hold time, the method of message transition, etc.**

**8) Are there any other existing signs on the site that will remain?  Yes  No If yes, please provide information on each of the signs including sign type, sign height, and sign area.**

**9) Will the sign be illuminated?  Yes  No If yes, please describe how the sign will be illuminated (e.g., internal, external, fixture type, levels of illumination, etc.)**

**10) Are you seeking any of the following procedural reviews as it relates to the proposed sign? Check all that apply.**

Variance  Administrative Waiver

**If you checked any of the above procedures, please provide specific details on what you are seeking to have approved through the applicable review procedure? Provide the application/case numbers for any related applications.**

Project Address or Tax Parcel ID:

### Certification and Signatures

**Applicant Signature - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this sign permit application and any subsequent zoning permit or other review applications.**

Print Name:

Signature:

Date:

**Property Owner Signature - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project. If the site plan review is for multiple properties, a signature from each property owner is required.**

Print Name:

Signature:

Date:

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

### Sign Permit Approval – Development Department Staff ONLY

The signature below authorizes only that work that was approved as part of this application.

Signature:

Date:

Date of Temporary Sign Expiration:

Comments:

**Submittal Requirement Checklist**

**(Submittals should include three copies of listed items except the digital copies and application fee.)**

**Digital Submittal Requirements**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | All document applications shall be submitted in an electronic format compatible with the city's computer systems. Adobe PDF files are acceptable. |
|--------------------------|---|

**General Information**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Sign Permit Application Form  |
| <input type="checkbox"/> | Application fee for each sign   |
| <input type="checkbox"/> | If this application form is for multiple signs, the applicant must provide all required information for each individual sign  |
| <input type="checkbox"/> | A site plan map showing the lot and the proposed location for the signs and landscaping for any freestanding signs or menu board signs as may be required by Chapter 1214   |
| <input type="checkbox"/> | Scaled sketches and/or elevations (for signs attached to a wall) showing the size, shape, color, and dimensions of the proposed signs. For wall signs, the elevation shall include all appropriate dimensional information to show the location of the wall signs on the facade |
| <input type="checkbox"/> | Any additional information determined to be necessary by the Development Department   |