

**GROUND, MONUMENT & HIGHWAY
SIGN OVERLAY DISTRICT**

**City of Franklin, Ohio
SIGN PERMIT APPLICATION
UDO Section 1111.08**

Application No. _____

The undersigned owner(s) of the following property hereby submit this application for a sign permit, as specified below.

1. Name of Applicant(s): _____

2. Mailing Address: _____

3. Phone Number: _____ (home) _____ (work)

4. Address of the subject property: _____

5. Current Zoning District: _____ Current Use: _____

6. Is subject property within the Highway Sign Overlay District? Yes No

7. Is subject property within the Historic Overlay District? Yes No

8. Square Footage of Main Building on subject property: _____

9. Type of Sign: Ground Monument Pole (Highway Sign District Only)

10. Request for: New Sign Sign Face Change Only

The following items must be submitted with this Application:

- _____ A. If the applicant is not the owner of the subject property, a notarized letter of authorization from the property owner(s), designating the applicant as his/her/their representative.
- _____ B. **Legal Description** of the property where the sign is requested – either a deed or a drawing prepared by a surveyor registered in the State of Ohio.
- _____ C. A **Vicinity Map** showing property lines, thoroughfares, existing zoning and existing uses on the subject property, and zoning and existing uses on surrounding properties.
- _____ D. A **Site Plan**, to scale, showing:
 - (1) The location of any proposed sign(s), including the sign’s location with respect to existing rights-of-way, access drives, parking areas, buildings and property lines;
 - (2) The location of all other existing signs whose construction requires permits, when such signs are on the same premises; and
 - (3) Elevation drawings of the proposed sign(s).
- _____ E. A **Sign Graphics Plan**, to scale, showing:
 - (1) Plans and/or blueprints of signage including details of any lettering, symbols or other identification which will be on the proposed sign(s);
 - (2) Details of fastenings, construction supports, and method of attachment;
 - (3) Details regarding lighting, including electrical wiring and components; and
 - (4) Any other information peculiar to a particular sign that is necessary to show compliance with the sign regulations of the UDO.
- _____ F. **The Application Fee.**

BE ADVISED THAT THE SUBMISSION OF ADDITIONAL SUPPORTING INFORMATION MAY BE REQUIRED.

****The applicant should check with the City's Division of Building & Zoning in regards to any building code requirements or other permits required by the City. Acceptance and/or approval of this application is not a guarantee against a change in development requirements or standards due to unforeseeable circumstances once the project and/or construction begins. The applicant is advised to consult with specialists as needed.****

Signature of Applicant(s)

DATE: _____

OFFICE USE ONLY

Received Date: _____

UDO District Classification: _____

Lot Dimensions: _____

Building Sq. Footage: _____

Sign Dimensions: _____

Approved (attach copy of Sign Permit)

Approved with Modifications (attach copy of Sign Permit)

Denied because _____

Date of Approval or Denial: _____

Date Mailed to Applicant: _____