

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. Contractor Name (if applicable): _____

Address: _____ Phone: _____

6. Current Zoning District: _____ Current Use: _____

7. Type of Sign: Banner Wall Pennant Inflatable Air-activated Attraction Device

Beacon/Searchlight Other: _____

(Portable signs, A- or T-frame signs, swinger message boards & trailer signs are prohibited)

8. Requested time period for display of sign: _____ days

(Maximum of 60 days within one calendar year)

(Inflatable, Air-activated, beacons & searchlights limited to 10 days within one calendar year)

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 and/or façade elevation of the proposed sign(s);

(2) The location of all other existing signs whose construction requires permits, when such signs are on the same building or premises; and

(3) The height and proportion of the sign in relation to the building or premises.

_____ 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: _____