



City of Madeira
 Building Department
 7141 Miami Avenue
 Madeira, OH 45243
 513-561-7228

RECEIVED: _____
Date
Fee Paid: _____
Permit No: _____

DISCLAIMER: ALL INFORMATION ON THIS FORM WILL BECOME PUBLIC RECORD

APPLICATION FOR PERMANENT SIGNAGE

Please complete all applicable questions on the application. An incomplete application will cause a delay in the review of your signage request. Each signage request will be reviewed by the Architectural Review Officer (ARO). Sign graphics must be in color.

PROPERTY/BUSINESS INFORMATION:

Address:	
Business Name:	

APPLICANT/BUSINESS OWNER:

Name:		Telephone #:	
Address:		Email Address:	

PROPERTY OWNER (if different from applicant):

Name:		Telephone #:	
Address:		Email Address:	

SIGN TYPE AND DESCRIPTION:

Total number of proposed sign(s):		Estimated Cost:	
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Please indicate the number and type of sign(s) to be installed:

# of Sign(s)	Type	Description
	Wall Sign	Integral with the exterior face of an exterior wall of a building or attached and parallel with wall and projecting not more than 12" from the wall.
	Free Standing/Ground Sign	Designed to be self-supporting and independent of support from building and other structures.
	Canopy Sign	Part of or attached to an awning, canopy or other fabric, plastic or structural protective cover over a door, entrance, window or outdoor area.
	Projecting Sign	Projects at an angle from the wall to which it is attached (see Zoning Code Section 163.20)
	Window Sign	No permit needed for sign on INSIDE of window, but it is included in the 25% calculation.
	Directional Sign	i.e. – "entrance", "exit", "no parking." No commercial message
	Other – Please describe:	

SIGN DETAILS:

Wall Sign:		
Length: _____	Width: _____	Total Sq. Footage: _____
Distance from top of sign to grade:		
Distance sign protrudes from building face		
Sign face (<i>circle one</i>):	Individual Letters	Solid Sign Board
Is sign on same wall as building entrance (<i>circle one</i>)?	Yes	No
Describe sign materials and method of attachment:		
Total square footage for all wall and window signs:		Does it exceed 25% of bldg. wall? Y or N
Single tenant building only – dimensions of building wall on which sign will be attached:	Height: _____	Width: _____ Total Sq. Footage: _____

If more than one wall sign is proposed, please attach details on the additional sign(s).

Ground Sign:		
Length: _____	Width: _____	Total Sq. Footage: _____
Distance from top of sign post to grade:		
Distance bottom of sign to the ground:		
Landscape Planned (<i>attach plan</i>):	Please describe:	

Attach a site plan showing location of sign and distance from right-of-way. If the distance from the right-of-way is less than 10 feet, a survey must be submitted; if located less than 5 feet from the right of way a variance will be required.

Projecting Sign: See Zoning Code Section 163.20		
Length: _____	Width: _____	Total Sq. Footage: _____
Distance from top of sign post to grade:		
Distance from top of bracket to grade:		
Distance from bottom of sign to grade:		
Distance sign bracket projects form building surface:		
Describe materials and how sign will be attached to the building:		

Projecting signs can only be perpendicular to the street R-O-W and must be hung from a black metal scroll bracket.

Are there any other signs existing, or planned, on the property? _____
