

# BRECKSVILLE PLANNING COMMISSION REQUEST FOR A SIGN PERMIT



Location Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Sign: \_\_\_\_\_ NEW \_\_\_\_\_ RENEWAL Building Width: \_\_\_\_\_ Unit Width: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Proposed Sign(s)						
Classification of sign - (Ground, Wall, etc.) See section 1187.03	Height and width of sign	Height from the ground to the top of a ground sign	Ground sign: Setback from the right-of-way	Ground Sign: Setback from the side yard	Illuminated Internal/External	Total area of sign in square feet per side
Illumination Type: _____						Total Proposed Signage Sq. Ft.
Number of Fixtures: _____						Total Existing Signage Sq. Ft.
						Total All Signage Sq. Ft.

Sign Materials: \_\_\_\_\_

Sign Colors: \_\_\_\_\_

Sign Contractor : \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Email: \_\_\_\_\_

APPLICATIONS WILL NOT BE PLACED ON AN AGENDA UNLESS ALL REQUIRED INFORMATION HAS BEEN PROVIDED

**12 assembled** packages of information are required for Planning Commission review to include:

- A filled out application.
- **\$25.00 fee per SIGN due at time of submission for Planning Commission review.**
- Building elevation, drawn to scale, showing the location of a wall or window sign.
- Site plan, dimensioned, indicating the sign location, setback from the right-of-way, setback from the center line of the road, and building location.
- Lighting location and light dispersion pattern sketch for any signs to be lighted.
- Sign fully dimensioned including height and width, as well as lettering height and spacing.
- Submit 1 color rendering of the sign, drawn to scale.
- If a Public Hearing is required, a \$50.00 Public Hearing Fee + a \$200.00 Deposit. Any unused deposit will be refunded.

Fee \$: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Project #: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date Secretary

