

SIGN PERMIT APPLICATION

PROPERTY INFORMATION: (The Actual Location Where Construction Will Take Place)			
Property Owner:			
Construction Address:		City / State / Zip:	
Parcel Number: (Required)	Lot #	Village of Elida?	YES / NO
Zoning:	Total Acreage:		

STAFF REVIEW:	
Permit No. _____	
Application No. _____	
Approved / Denied _____	
Zoning Inspector _____	
Decision Date: _____	
Received Date:	Refer to BZA Y / N

APPLICANT INFORMATION:			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		

CONTRACTOR INFORMATION:			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		

Documents Submitted for Review:	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Fee
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Appeal Date (If Applicable): _____

CONSTRUCTION INFORMATION:			
FREE STANDING SIGNAGE (Mark all that apply and list square footage) <input type="checkbox"/> Single Face <input type="checkbox"/> Double Face		<input type="checkbox"/> GROUND MOUNTED SIGN _____ SQUARE FOOTAGE <input type="checkbox"/> PYLON OR POLE SIGN _____ SQUARE FOOTAGE <input type="checkbox"/> MONUMENT _____ SQUARE FOOTAGE	
BUILDING SIGNAGE (Mark all that apply and list square footage) <input type="checkbox"/> WALL SIGN # 1 _____ SQUARE FOOTAGE <input type="checkbox"/> WALL SIGN # 2 _____ SQUARE FOOTAGE <input type="checkbox"/> MARQUEE (ENTRANCE SIGN) _____ SQUARE FOOTAGE <input type="checkbox"/> ELECTRONIC MESSAGE BOARD _____ SQUARE FOOTAGE _____ WATTS <input type="checkbox"/> _____ SQUARE FOOTAGE <small>LIST TYPE OF SIGN IF NOT LISTED ABOVE AND LIST SQUARE FOOTAGE</small>		<input type="checkbox"/> WALL SIGN # 3 _____ SQUARE FOOTAGE <input type="checkbox"/> WALL SIGN # 4 _____ SQUARE FOOTAGE <input type="checkbox"/> CANOPY SIGN _____ SQUARE FOOTAGE <input type="checkbox"/> BILLBOARD SIGNAGE _____ SQUARE FOOTAGE <input type="checkbox"/> TOTAL SQUARE FOOTAGE OF SIGNAGE _____	
Distance from Center of Roadway to Sign (Pole, Monument, Ground, or Freestanding):	Distance from Left Property Line:	Distance from Right Property Line:	Distance from Rear Property Line:
Type of Foundation Used (Concrete, Brick, Stone or Asphalt):		Is this a new sign? Y / N	Is this a sign reface. Y / N
Height of the signage from ground to top of sign	Sign Width:	Sign Length:	Sign Width:
Is Construction is required to be in accordance with latest Ohio Building Code:		Message Board have a dimmer from dusk to dawn with 50% Light Reduction?	
Describe the signage, and its use:			
Construction Cost for Project: \$ _____ Regardless of Fixed or Portable Construction, Costs or Est. Cost has to be submitted and turned over to Allen Co. Auditor			

REQUIRED DOCUMENTATION

When applying for a Zoning Permit for a sign permit, the following materials must be submitted:

A completed application and fee for each requested application, signed by the owner of the premises upon which the sign is to be displayed.

Scalable elevation drawing(s) of proposed sign(s) showing the design proposed, the materials used, the sign dimensions, the size, style, color and lettering type, lines and symbols and method of illumination.

Construction details, foundation and anchorage details, stresses and loads, and engineering calculations signed and sealed by a registered design professional when required by the latest version of the Ohio Building Code.

Applications for a Building Permit for a sign must be submitted to the local certified building department and shall include the approved Zoning Permit and the applicable fee and submittals required by the building department.

Fees: The applicant for a Zoning Permit shall pay such fees as are prescribed by the American Township Trustees. Such fees shall be prescribed annually, or more often, by the Trustees.

Inspection: All signs and billboards erected within this Township are subject to inspection, whether a Permit is required or not, prior to erection. The Township Zoning Inspector, or any other official of the Township, is hereby authorized to enter upon any property or premises to ascertain whether the provisions of this Article are being complied with. Such inspection may be made at any reasonable time and the Township Zoning Inspector shall order the removal of any sign or billboard that is not maintained in accordance with the provisions of this Resolution.

Removal of Signs: The Township Zoning Inspector shall effect removal of any illegally placed sign and its supporting structures within the right-of-way of any road within this Township, or sign for which no required Permit has been issued. The Zoning Inspector shall reasonably retain said sign and shall attempt to notify the owner thereof of its location. If the owner of any sign fails to claim the same within seven (7) days after notice by the Zoning Inspector, said sign may be destroyed. Any abandoned sign that no longer applies to the property or a dangerous or materially, electrically or structurally defective sign shall be declared a public nuisance and the procedure for removal of signs shall be applied, at the cost to the current owner, identified by Allen County Auditor's Office.

PERMITTED SIGNS - PERMIT REQUIRED

The following signs shall be permitted upon obtaining a written permit in areas clearly delineated herein and subject to the reasonable regulations set forth herein:

20.5.1 Real Estate Signs

In All Zoning Districts: On Parcels exceeding fifteen (15) acres, one (1) sign not to exceed thirty-two (32) square feet per side and eight (8) feet in height. Signs identifying a property for sale, rent or lease may be placed on-site until thirty (30) days after occupancy.

Where a parcel has frontages on two (2) or more roads, one (1) sign may be permitted on each road on review by the Zoning Inspector. Such signs shall not be illuminated and shall be set back from the curb or berm edge a minimum of fifteen-(15) feet. Said signs may remain on a premise for a period not to exceed eighteen (18) months without renewal.

20.5.2 Subdivision Sale Sign

One (1) sign providing information on the sale of lots within an approved and recorded subdivision may be placed at each entrance to the subdivision until ninety (90) percent of the lots within the subdivision are sold. Subdivision sale signs shall contain only the name of the subdivision, the name of the owner, the name of the developer and information regarding price, terms and the location and telephone number of the sales office. All such signs shall not exceed thirty-two (32) square feet and shall be set back from the curb or berm edge by a minimum of fifteen-(15) feet.

20.5.3 Model Home Signs

One (1) sign per model home providing information on the builder, telephone number, and hours of operation. Signs shall be no more than six (6) square feet per side, no more than two (2) sides and may be placed on the property until ninety (90) percent of the lots within the subdivision are sold.

20.5.4 Permanent Subdivision Identification Signs

In all zoning districts shall be limited to two (2) signs per entrance along major thoroughfares and shall not obstruct the visibility at any intersection. Such signs shall contain only the name of the subdivision they identify. The signs shall not exceed eight (8) feet in height, nor shall they exceed thirty-two (32) square feet on either side and shall be properly maintained. Identification signs shall not contain any advertising of products or changeable copy.

20.5.5 Seasonal Business

One (1) sign per street frontage is allowed for a seasonal business. Such signs are limited to thirty-two (32) square feet in area and eight (8) feet in height. They must set back at least fifteen-(15) feet from curb edge or berm. Seasonal business signs may be displayed fifteen (15) days prior to opening the business and shall be removed within seven (7) days of when the business closes for the year.

20.5.6 Gasoline Stations

Gasoline stations, whose principal business is the sale of motor fuel, may display signs in addition to those herein authorized and any other signs as may be required by law.

20.5.7 Drive-thru Menu Board Signs

A drive-thru menu board sign is permitted when located on the property to which it refers. The size of the sign shall not exceed one hundred (100) square feet. A menu sign shall be permitted for each lane being served. A preorder menu board is permitted prior to traffic entering menu ordering lane. The combined signage total to include a pre-order menu order board sign shall not exceed the maximum one-hundred square foot requirement.

20.5.8 Business or Manufacturing Wall Signs

Wall signs are permitted for any business or use and shall comply with the following requirements:

The maximum size for business and manufacturing wall signs is 96 square feet, per wall face.

The maximum height for a wall sign shall be twenty-five (25) feet, measured from the established grade line to the top of the sign.

No portion of a wall sign shall extend higher than the roof line of the building.

Wall signs shall be limited to two-(2) wall signs permitted on each building side, except facing the front of building. The provision for a second sign does not apply to individual tenants in a multi-tenant building. Signage to front entrance of business may be utilized and designated as a separate marquee sign.

All wall signs shall be mounted on the building that houses the business establishment advertised by such signs, EXCEPT as otherwise specifically authorized by this Resolution. Such signs shall be located on or along one (1) wall of such building which faces a street, parking lot or service drive, and shall not project above the roof line or the cap of parapets of such building, whichever is higher.

Signs may be erected on a wall that is an extension of a building wall that faces a street, parking lot or service drive, provided that the design and construction of such extension are architecturally compatible with the building and such wall does not extend beyond any required building setback line of the building to which such extension wall is attached. The display area of the sign must be located either on the wall or extension. It may not be located on both. All such signs shall be parallel to the wall on which they are installed, and shall not project more than eighteen (18) inches from such wall: and, The function of such sign shall be relevant to the use of the property on which it is located.

20.5.9 Free-Standing Signs in Business and Industrial

Districts A free-standing sign shall be permitted for any business or use based on the following conditions:

The maximum allowable size of a free-standing sign in a B-1 or B-2 District shall be such that the total of wall signage and free-standing signage does not exceed the maximum size allowed, and in no case shall it exceed ninety-six (96) square feet.

In an M-1 or M-2 District, the maximum allowable size of a free-standing sign shall be one hundred twenty -120 square feet;

The maximum height of such signs shall not exceed twenty-five (25) feet above the established grade line of the street.

Not more than one (1) free-standing sign may be authorized for anyone (1) or single business operation or establishment. Where more than one (1) operation or establishment is located on a single tract of land, having an entrance or parking area or areas used in common by the customers of such operations or establishments, only one (1) free-standing sign may be authorized for the entire tract. Refer to 20.5.14 for additional requirements for Joint Identification Signs;

No part of such sign will be closer to any street curb edge or berm than fifteen (15) feet. No sign or its supporting structure shall be any closer to any other property line than the applicable building setback line; and,

The function of such sign shall be relevant to the use of the property on which it is located.

20.5.10 Projecting Signs

Projecting signs shall be permitted in lieu of free-standing signage along any street frontage limited to one (1) sign per occupancy along any business frontage with public entrance to such occupancy. Requirements regarding permitted locations, maximum size and height, setback and permit requirements shall be the same as for free-standing signs in business and industrial districts (refer to Article 20.5.9). Projecting signs shall maintain a clear vertical distance above any sidewalk or pedestrian way a minimum of nine (9) feet.

20.5.11 Under Canopy Signs

Under canopy signs shall be allowed in any B-1 or B-2 District, subject to the following conditions:

Under canopy signs shall be limited to no more than one (1) such sign per public entrance to any occupancy, and shall be limited to an area not to exceed eight (8) square feet;

Such signs shall maintain a clear vertical distance above any sidewalk or pedestrian way a minimum of nine (9) feet.

20.5.12 Temporary Special Event and Grand Opening Signs Temporary Special Event, Grand Opening Signs, and Political Elections

Signs temporarily displayed to advertise special promotions, events, grand openings shall be permitted and subject to the following limitations:

Such signs may be displayed for not more than thirty (30) days in any three (3) month period, and not more than sixty (60) days in any calendar year. The signs shall be erected no more than thirty (30) days prior to the event or grand opening, and shall be removed not more than one (1) day after the event or grand opening; and,

The total area of such signs shall not exceed thirty-two (32) square feet nor exceed eight (8) feet in height.

Political election signs may be displayed for not more than thirty-(30) days prior to the election date. Signage shall not exceed thirty-two – (32) square feet in size and exceed eight-(8) feet in height. Political signs shall be displayed outside the road right of way (typically behind power pole line). Signage shall be removed no more than seven-(7) days after the event.

20.5.13 Joint Identification Signs

One free-standing sign identifying the name of a shopping center or other building complex shall be permitted, if there are multiple uses sharing the same site. The sign face area of a joint identification sign dedicated to the identity of the development shall not exceed (32) square feet. The sign face area of the sign dedicated to the identification of the individual occupants shall be twelve (12) square feet for each of the individual occupants of the development, with the total area of the sign not to exceed ninety (90) square feet and twenty (20) feet in height. A second joint identification sign of the same height and size is permitted if the site has frontage on two (2) streets. The signs shall be no closer than two hundred (200) feet. A total sign plan conforming to the requirements of this code must be submitted to the Zoning Inspector or designee before any sign permit for the complex or individual tenant will be issued.

20.5.14 ATM's

Signage for all ATM's (Automated Teller Machines) shall not be assessable against the allowable area for wall signage permitted in Article 20.5.9. Such signage shall not exceed six (6) square feet per ATM.

20.5.15 EMB / Electronic or Digital Message Boards

Electronic Message Boards and Digital Message Boards are permitted for use within a B-1, B-2, M-1, and M-2 Business District.

Such signage is prohibited in Residential Zoned locations, residential planned unit developments, and mobile home parks. In addition, the following restrictions for EBM's, Electronic Message Boards or Digital Boards shall apply:

Digital message boards shall not exceed forty-(40) square feet in size per business operation.

Digital message boards shall not be located within two hundred fifty-(250) feet of another digital message board.

The level of illumination emitted or reflected from a sign shall not be of an intensity sufficient to constitute a demonstrable hazard to vehicular traffic on any right-of-way or parking lot from which the sign may be viewed.

Light trespass from illuminated signage that extends ten (10) feet beyond the right-of-way or property line of the site shall not exceed one-half (0.5) foot candle in residential areas and one (1.0) foot candle in all other districts.

Change in display information shall be for a minimum of eight-8 seconds in duration, before alternating to different screen background.

Digital message boards illumination shall be reduced in intensity by a minimum of at least fifty-50% between the hours of 11:00PM to 5:00AM.

When a digital message board becomes inoperable, the device shall go to a "default" mode consisting of a black, non-informational screen, during the period of inoperability.

Property owner is responsible for care and upkeep of the digital message board and is responsible for notifying the sign company / installer when issues and concern arise in the operation of the device

20.5.16 Billboards & Electronic Outdoor Advertising Signage

Conditional Use Required for Billboards and Electronic Billboard Outdoor Advertising. Billboard and Outdoor Advertising Signs for one or more products or services located upon the premises of which the sign is located shall be classified as a business use and shall be permitted in all commercial and industrial zoned districts subject to the regulations set forth herein.

Billboards or Electronic Outdoor Advertising Signs may be approved in a B-1, B-2, M-1, and M-2 zoned district by the Board of Zoning Appeals after a public hearing. This is due to the potential issues and concerns with location, setback requirements, permitted sizes and other concerns.

No Billboard or Electronic Outdoor Advertising Signage shall exceed three hundred-(300) square feet per side, nor have no more than two-2 sides or surfaces.

No Billboard or Electronic Outdoor Advertising Signage shall exceed the height of thirty-five-(35) feet in height as measured from the ground to top of signage. The use shall comply with the general regulations set forth in other provisions of this Resolution and Articles. All Billboards shall comply with Federal, State, and Local Government Regulations. This shall include but not limited to (ODOT)-Ohio Department of Transportation regulations concerning distancing from other billboards, size, setback requirements, and other departmental / zoning regulations is indicated. The level of illumination emitted or reflected from a sign shall not be of an intensity sufficient to constitute a demonstrable hazard to vehicular traffic on any right-of-way or parking lot from which the sign may be viewed.

Light trespass from illuminated signage that extends ten (10) feet beyond the right-of-way or property line of the site shall not exceed one-half (0.5) foot candle in residential areas and one (1.0) foot candle in all other districts. Change in display information shall be for a minimum of eight-8 seconds in duration, before alternating to different screen background.

Digital message boards illumination shall be reduced in intensity by a minimum of at least fifty-50% between the hours of 11:00PM to 5:00AM. When a digital message board becomes inoperable or malfunction, the device shall go to a "default" mode consisting of a black, non-informational screen, during the period of inoperability.

Property owner is responsible for care and upkeep of the digital message board and is responsible for notifying the sign company / installer when issues and concern arise in the operation of the device.

Billboards are restricted in American Township to no more than one-1 billboard per parcel. Billboards shall not be located within a two hundred fifty-(250) foot radius of another billboard or impede the vision of existing billboards.

All Billboards shall be located behind the building setback lines as established for the district in which the sign is located, and setback distance from road right of way as established in this Article.

No Billboard or Outdoor Advertising Signage shall be located nearer than twenty-five (25) feet from side lot lines as well as fifteen-(15) feet from the curb or berm edge. Measurement shall be taken from edge of the billboard facing closest to roadway edge/berm. (See Table 20 for distances from road right of way, permitted size, and other information.)

20.5.17 The display area of any one side or surface does not exceed one-half of the total display area permitted.

The total display area of all surfaces does not exceed thirty-two square feet, or a maximum of sixteen-(16) square feet per side or surface when the sign is located fifteen-(15) feet from the primary frontage curb or berm line. For each additional one-(1) foot setback from the curb or berm edge, and additional eight-(8) square feet of total display area (or maximum of four-(4) square feet per side or surface) will be permitted up to a maximum of one hundred twenty-eight (128) square feet of total display area or maximum of sixty-four (64) square feet per side as indicated below.

<u>Total Display Area / SF:</u>	<u>Max SF Area Per Side:</u>	<u>Required Additional Setback from Road Right A Way:</u>
32 SF	16 SF	15 Feet
40 SF	20 SF	16 Feet
48 SF	24 SF	17 Feet
56 SF	28 SF	18 Feet
64 SF	32 SF	19 Feet
72 SF	36 SF	20 Feet
80 SF	40 SF	21 Feet
88 SF	44 SF	22 Feet
96 SF	48 SF	23 Feet
104 SF	52 SF	24 Feet
112 SF	56 SF	25 Feet
120SF	60 SF	26 Feet
128SF	64 SF	27 Feet

Not more than five (5) colors are used. For the purposes of this Section, black and white shall not be considered colors.

No part of such sign will be closer to any street curb line or berm than fifteen (15) feet, nor closer to any other property line than the applicable building setback line, if the adjoining property is in a Residential District.

The function of such a sign is in keeping with the uses in the surrounding area.

Such a sign will be in harmony with the buildings on the site and will not detract from the appearance of the general neighborhood in which it is located or adversely affect property values in such neighborhood.

Such a sign will not constitute a traffic hazard or contribute to traffic problems through confusion with traffic control devices, interference with the field of vision of motorists using streets or driveways in the area, or by creating a visual distraction for such motorists.

In making its determination, the board shall take into consideration all pertinent factors relating to the compatibility of such sign with the surrounding neighborhood, including, but not limited to its size, shape, color, brightness, design and its general appearance.

Not more than one (1) monument style free standing sign may be authorized for any one business establishment. Where more than one business establishment is located on a single tract of land, having an entrance or entrances or parking area or areas used in common by the customers of such establishments, only one (1) monument style free standing sign may be authorized for the entire tract.

The existence and boundaries of such tract shall be determined by community of use, rather than by the ownership thereof, it being intended by this provision to limit each shopping center or similar joint operation to one (1) monument style free standing sign, except in the case of a shopping center which is contiguous to two streets which do not intersect each other at a point adjacent to such shopping center, in which case one (1) monument style free standing sign, fronting each street, may be authorized.

20.5.18 Signs Approved Within R- or SP- Planned Unit Developments

Provided that the approved sign is constructed in strict compliance with the approved guidelines.

20.5.19 Temporary Signs Advertising Real Estate for Sale, or Identification of Developer or Builder.

A temporary sign within a Residential Planned Unit Development, Commercial Planned Unit Development, or Industrial Park such sign shall not be constructed for permanent use, and supported by posts, pillars, columns, or other structures and advertising real estate for sale or identifying the builder or developer of the construction or development project with the following conditions.

Maximum height of such sign shall not exceed six-(6) feet in height from average grade to top of signage.

The sign does not have more than two-(2) sides or surfaces and the total display area of all surfaces does not exceed sixty-four-(64) square feet.

The display area of any one surface shall not exceed thirty-two-(32) square feet.

No more than five-(5) colors may be permitted. Black and white shall not be counted to paint color allotment.

No part of the sign shall be closer to the curb edge or berm than fifteen (15) feet, nor closer to any property line than the applicable setback line for the district that the sign is located.

The sign is to be located upon real estate which is offered for sale or upon which construction or development is taking place. Such signs be in harmony with the buildings on the site and will not distract from the appearance of the general neighborhood in which it is located or adversely affect property values in such neighborhood.

The permit for such signage shall be valid for a period of six-(6) months and maybe renewed at the discretion of the Zoning Inspector upon findings that the real estate which is subject of such sign remains unsold or that the construction or development thereon is not substantially completed, and that the sign has been maintained in a state of reasonable repair.

Such signs shall not constitute a traffic hazard or contribute to traffic problems through confusion with traffic control devices, interference with the field of vision of motorist using streets or driveways in the area, or by creating a visual distraction for such motorist.

Such sign shall be removed upon the sale of real estate or the completion of the construction or development.

Signatures	
American Township makes its decision to grant a zoning certificate based on information the applicant presents, should any of the information be incorrect, whether intentional or unintentional the applicants project could be found to be in violation of the American Township Zoning Resolution. Granting a zoning certificate does not guarantee conformance to the zoning resolution but based on representations made by the applicant in the application. Subsequent remedial action could be required to correct non-conformity. I certify the facts, statements and information provided and attached to this application are true and correct to the best of my knowledge and understand the requirements for accessory building(s). It is the applicant's responsibility to be aware of American Township zoning regulations, Neighborhood Deed Restrictions, and HOA Association Covenants, Conditions, & Restrictions. It is the owner's responsibility to know the location of all property lines as well as ensure the project conforms to Ohio Building Code requirements.	
Contractor / Applicant:	Date:
Owner:	Date:

Zoning Inspector		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved – Reason: _____ <input type="checkbox"/> Owner to refer to American Township Board of Zoning Appeals.		
Zoning Inspector:	Approval Date:	Expiration Date:
Conditions / Stipulations:		

1. Ensure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #46-XXXX-XX-XXX. XXX, and Lot # can be obtained from the Allen County Auditor's Web Site. Type <http://allencountyohpropertytax.com/>. Put in your name, or address or parcel # to get the information.
2. Site construction or illegal placement of an accessory structure on a property WITHOUT A PERMIT is in violation of American Township Zoning Resolution.
3. Any change in use of an accessory building, i.e. storage use is changed to commercial business use; or storage use is later converted to dwelling unit shall be subject to stop work order / cease and desist order.
4. **PODS- MAXX Boxes** may be placed upon driveway or another similar hard surface. **PODS NOT TO BE LOCATED IN THE STREET, or ROADWAY.** Pods / Maxx Boxes do require a Zoning Certificate.
5. All applications may be sent electronically to **American Township**, the fees are to be paid by means of cash, check or money order made out to AMERICAN TOWNSHIP. Payment may be dropped off at the American Township Administration Building. Payment and receipt will be electronically returned to applicant / owner.
6. **Notice and Right to Appeal the Decision of the Zoning Inspector. If the application for construction is denied, the property owner has the right to appeal this administrative decision within TWENTY-20 DAYS ONLY from the date the decision was rendered by the Zoning Inspector. Relief from this action can be sought by a variance to the zoning resolution or administrative appeal. In both cases, the appellant has 20- days to file a variance or appeal to the Board of Zoning Appeals. You may still appeal or file for a variance after that date, however it will be noted as untimely filed. Appeals, variances and timeliness of appeals are addressed in the Ohio Revised Code.**