Village of Maineville
8188 S. State Route 48 * Maineville, Ohio 45039

Street and Zoning Department

SIGN PERMIT APPLICATION – Permanent, Portable and Temporary

Chapter 21

Please complete all items and print clearly

Project Address: _____ Zoning District: _____

Business/Occupant Name: _____ Phone: _____

Fabricator: _____ Phone: _____

Address: _____ Fax Number: _____

Email: _____

Sign to be installed by: _____

Are you the owner of this property?

☐ YES ☐ NO

Permanent Sign Installation or Face Change (Each sign requires a separate permit)
Submit sign detail drawings, elevation drawings and site plans with the application.

☐ **New Sign** ☐ **Face Change/Alteration**

Type: ☐ Freestanding Pole / Pylon Sign ☐ Wall Mounted Sign
☐ Monument Sign ☐ Projecting Sign
☐ Canopy Sign ☐ Awning Sign
☐ Electronic Message

Style: ☐ Single Sided Cabinet ☐ Double Sided Cabinet

☐ Individual Letters (Specify)

☐ Solid ☐ Channel ☐ Rear Illumination

☐ Flat Panel ☐ Painted directly on wall/window

☐ Directional ☐ Menu Board ☐ Changeable Letter

Illumination: (Check all that apply)

☐ Internal ☐ External ☐ Ambient Only
☐ Neon ☐ LED ☐ Florescent
☐ Spot or Flood ☐ Other: _____

Specifications: Width:_____ Height: _____ Thickness: _____
Overall Height(Ground Sign)_____ Setback: _____

Colors: _____

ROOF MOUNTED SIGNS ARE NOT PERMITTED BY THE VILLAGE OF MAINEVILLE

Temporary/Portable Sign Usage
Zoning Ordinance § 21.23

Type of Mount: ☐ Ground ☐ Wall

Sign Dimensions or Area: _____

Ground sign height in feet: _____

Date Sign will be Placed: _____

Date Sign will be Removed: _____

Guidelines

☐ Portable signs in business districts are available at no fee for a period of 6 months each display period (21.23 B)
Frame Type ☐ "A" ☐ "H" ☐ "T"
MAXIMUM 10 SQ. FT. PER SIDE

☐ Portable signs in residential districts are at no fee and limited to 1 90 day period per year (21.23 A)
MAXIMUM 4 SQ. FT. PER SIDE

☐ Conditional use temporary signs require a "no fee" permit.

Additional Description for this Improvement

_____

_____

_____

OFFICE USE ONLY

Payment Method: ☐ **Check #** _____ ☐ **Cash**
☐ **M.O. #** _____

Other Approvals Needed: ☐ BZA ☐ Sign Board
☐ Planning Commission

Permit Approved: ☐ YES ☐ NO

Reason: _____

Total Square Footage of Sign: _____sq. ft.

Permit Number: _____ **Fee: $** _____

Authorized by: _____

Applicant Agreement and Signature

I hereby certify that I am the owner of the subject property, or that upon full knowledge of the owner the proposed work is authorized and the owner has authorized me to make this application on behalf of the owner; and further that the owner and, if applicable, the owner's agent agree to conform to all applicable laws of the Village of Maineville and State of Ohio, and that all information on this application is true and correct to the best of my knowledge. If you are not the owner of the property, Owners signature is **required.**

Applicant Signature _____ Title or Company _____

Owner Signature _____ Date _____