



Village of Monroeville
21 N Main St. ~ P.O. Box 156
Monroeville, OH. 44847

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Website: <http://www.MonroevilleOhio.com>

SIGN PERMIT APPLICATION

PERMIT NO. _____

ASSIGNED BY VILLAGE ADM. OFFICE

VILLAGE OF MONROEVILLE, HURON COUNTY, OHIO _____, 20____.
DATE

IF THE SIGN PERMIT APPLICATION IS FOR MORE THAN ONE SIGN, PLEASE LIST APPROPRIATE INFORMATION ON A SEPARATE SHEET.

THE UNDERSIGNED HEREBY APPLIES FOR A SIGN PERMIT FOR THE FOLLOWING USE, TO BE ISSUED ON THE BASIS OF THE REPRESENTATIONS CONTAINED HEREIN, ALL OF WHICH APPLICANT SAYS ARE TRUE:

PLEASE PRINT:

1. PROPERTY LOCATION/ADDRESS: _____

2. PROPERTY OWNER'S NAME: _____
ADDRESS: _____ PH.: _____

3. PROPOSED USE:
____NEW CONSTRUCTION ____POLE SIGN ____WINDOW SIGN
____ILLUMINATION ____WALL MOUNT ____FREE STANDING
____COLORED SIGN IF SO, WHAT COLORS: _____

MESSAGE ON SIGN: _____

____RESIDENTIAL ____COMMERCIAL ____INDUSTRIAL ____AGRICULTURE

4. DIMENSIONS OF SIGN BOARD: _____ FEET IN HEIGHT, BY _____ FEET IN LENGTH, AND
____ FEET IN WIDTH

5. SITUATED ON THE: _____ SIDE OF _____
DESIGNATE IF LEFT OR RIGHT STREET NAME

6. ESTIMATED COST OF INSTALLATION: \$ _____

7. CONTRACTOR NAME: _____
ADDRESS: _____ PH: _____
(CONTRACTORS ARE REQUIRED TO COMPLETE A CONTRACTOR REGISTRATION WITH THE VILLAGE OF MONROEVILLE, PRIOR TO STARTING WORK IN THE VILLAGE)

8. APPLICANT NAME: _____
PRINT NAME SIGNATURE DATE

FILED WITH ZONING INSPECTOR: _____
ZONING INSPECTOR SIGNATURE DATE

.....
OFFICE USE

DATE APPLICATION RECEIVED: _____, 20____ FEE PAID: \$ _____
DATE

UPON THE BASIS OF APPLICATION NO. _____, THE STATEMENTS IN WHICH ARE MADE A PART HEREOF, THE PROPOSED USAGE IS FOUND TO BE **IN / NOT IN** ACCORDANCE WITH THE VILLAGE OF MONROEVILLE ZONING ORDINANCE, AND IS HEREBY:

____ **APPROVED** OR ____ **DENIED**

VILLAGE OF MONROEVILLE, HURON COUNTY, OHIO: _____
ZONING INSPECTOR NAME

ZONING INSPECTOR SIGNATURE

ZONING APPLICATION RULED ON: _____, 20____ ZONING DISTRICT: _____
DATE

IF APPLICATION IS DENIED, REASON FOR DENIAL: _____

PLEASE LIST ALL SIGNS CURRENTLY IN USE ON THE PROPERTY:

SIGN	MESSAGE	SQ. FT.
#1	_____	_____
#2	_____	_____
#3	_____	_____
#4	_____	_____
#5	_____	_____
#6	_____	_____
#7	_____	_____
#8	_____	_____
#9	_____	_____
#10	_____	_____

- **ATTACH A SKETCH SHOWING THE LOCATION OF THE BUILDING & THE LOCATION OF THE SIGN(S) TO BE PLACED ON THE PROPERTY. NO SIGN SHALL BE PERMITTED CLOSER THAN TEN (10) FEET TO THE PUBLIC RIGHT-OF-WAY.**
- **LIST THE MESSAGE OF EACH SIGN AND THE SQUARE FOOTAGE SEPARATELY.**
- **PROVIDE A DRAWING, SKETCH OR PHOTO OF EACH SIGN, INDICATING DESIGN & COLOR OF THE SIGN(S) TO BE INSTALLED.**
- **IF APPLICABLE, INDICATE HOW THE SIGN(S) WILL BE ILLUMINATED.**

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____

DATE: _____

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SIGNATURE OF APPLICANT

DATE

(All new construction, renovation or additions to any commercial, industrial or manufacturing facility requires approval and issuance of a permit by the State of Ohio through the Huron County Building Department.)

C. MISCELLANEOUS

1. Zoning Ordinance Book	\$15.00
2. Storm Sewer Tap	\$100.00
4. Signs less than 50 sf	\$30.00
5. Signs more than 50 sf	\$50.00
6. Handicap Ramps	\$30.00
7. Temporary Buildings or Uses	\$30.00

1301.03 DEPOSITS

Upon application to the Planning Commission, Board of Zoning Appeals or Village Council requesting action on any of the following matters, a filing fee and / or deposit shall be paid by the applicant as follows:

- A. Variance \$25.00 Fee + \$50.00 Deposit
(Variance deposits shall be used to cover all costs associated with the processing of the Variance including postage to mail required notices. Any remaining funds will be returned to the applicant at the completion of the Variance process)

- B. Conditional Use Permit \$25.00 Fee + \$50.00 Deposit

- C. Zoning **District** Change \$50.00 Fee + \$50.00 Deposit
(Conditional Use and Zoning Change deposits shall be used to cover all costs associated with processing the permit or change, including postage to mail required notices. Any remaining funds will be returned to the applicant at the completion of the permit process)

- D. Application for Zoning Amendment \$10.00 Fee + \$50.00 Deposit
(Amendment application deposits shall be used to cover all costs, including the legal notice for the required public hearing. Any unused funds will be refunded to the applicant at the completion of the amendment process.)

1301.04 REVIEW DEPOSITS

1. Single Residential lot site plan <i>Site plan must be professionally prepared</i>	\$75.00
2. Lot splits less than 5 acres/non-buildable lot	\$200.00